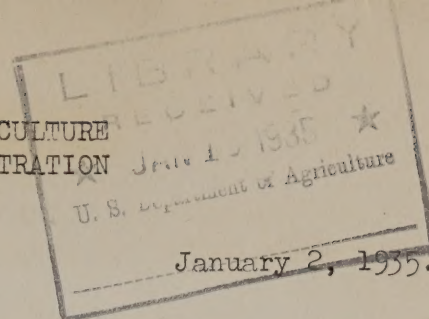


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



TO COUNTY AGENTS IN
COTTON-PRODUCING STATES:

In order to expedite payment to producers on 1934-1935 Cotton Acreage Reduction contracts which are yet pending, please submit the information asked for if you have any cases which come under the following:

1. In all cases where you have not already done so, a Certificate of Compliance, Form Cotton 20, or a statement of non-compliance, as the case may be, should be submitted for every contract sent to Washington, regardless of whether Notice of Acceptance of the contract has or has not been received.
2. In all cases of non-compliance a detailed statement should be submitted, immediately, showing the nature, cause and extent of non-compliance, the exact acreage planted to cotton in 1934, the average yield per acre in 1934, and any other related facts. This statement should be signed by the County Agent, County Committee, Supervisor, and if possible, the producer.
3. In all cases where 1934-1935 contract signers planted no cotton in 1934, the County Committee should ascertain whether or not the producer intended to plant cotton in 1934 at the time the contract was signed, and if he did intend to plant at that time, why no cotton was planted. A statement reporting these findings should be submitted for every such case in your County, together with a recommendation as to final disposition of the case. This statement and recommendation should be signed by the County Agent and County Committee. In cases where payment is not recommended, a statement signed by the producer is desirable.

Please give information on each case separately.

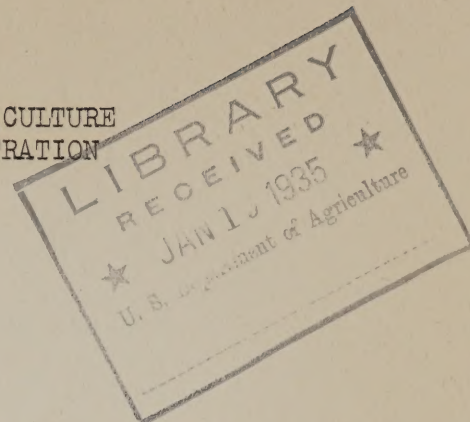
Address this correspondence to the Rental and Benefit Audit Section, Office of the Comptroller. Kindly advise this office when all the information requested above has been submitted.

C. A. Cobb
C. A. Cobb, Chief
Cotton Production Section,
Commodities Division.

C. W. Warburton
C. W. Warburton,
Director of Extension.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.



January 8, 1935.

MEMORANDUM TO ALL ASSISTANTS IN COTTON
ADJUSTMENT AND EXECUTIVE SECRETARIES

It has come to our attention that telegrams sent to this office on Saturday or telegrams which were sent on Friday night as night letters, have not been delivered to this office in many instances until the following Monday.

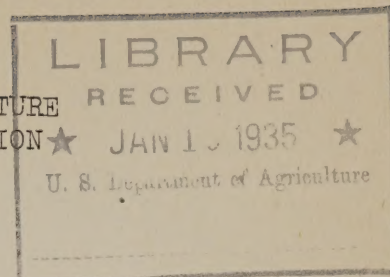
Since this is the situation, we will ask that hereafter you do not send any telegrams to this office that are supposed to be delivered on Saturday. In other words, instead of sending night letters Friday night we suggest that you forward the information to us in more detail in letter form and mail it, since in most cases such letters would be received as quickly as telegrams. In the event the situation changes so as to warrant other procedure, you will be so advised.

C. A. Cobb

C. A. Cobb,
Chief, Cotton Production Section,
Commodities Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



January 9, 1935.

To Assistants in Cotton Adjustment

Dear Sir:

Re: Bonds for Assistants in Cotton Adjustment

You will recall that in the personal data memorandum which you signed before appointment you answered in the affirmative the question whether or not you would be willing to furnish a bond if required.

The amount of the bond required will be \$3,500 and the Cotton Section has approved a rate of \$3.00 per \$1,000 on said bonds for a period of twelve months, with a minimum earned premium of \$10.00. It will be necessary for you to pay for this bond personally, as it is contrary to law for any department of the Government to pay the cost of bonds furnished by any of its employees.

All bonds in order to be acceptable to the Department of Agriculture must be written by a bonding company acceptable to the U. S. Treasury and also must be executed by an officer of said company whose authority to perform this function has been properly certified to the Government. You are not required to purchase your bond from any particular bonding company, but the bond must be from an approved company as indicated above.

The enclosed form or a duplicate of the same should be used in executing your bond. Please have this matter attended to at once as it is required by the Administration that a satisfactory bond must be furnished by all persons holding the position of Assistant in Cotton Adjustment, and you are advised that no salary payments will be made until your bond has been approved.

Very truly yours,

C. A. Cobb

C. A. Cobb,
Chief, Cotton Production Section,
Commodities Division.

C. W. Warburton

C. W. Warburton
Director of Extension

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WASHINGTON, D. C.

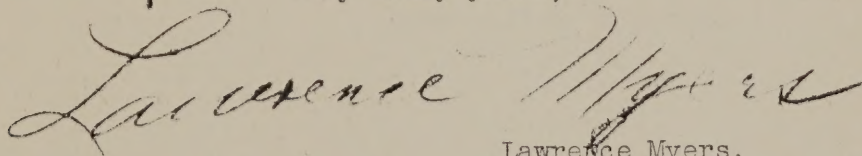
Gentlemen:

It has been suggested by various members of the Cotton Trade that it would be desirable to hold informal conferences on the proposed consolidated trading rules and the provisions of the proposed code prior to the formal hearing called for January 23, 1935.

In response to this suggestion I am calling such a conference to meet in Room 2050 South Building, U. S. Department of Agriculture, at 10:00 A.M., January 21, to be continued through January 22 as desired. Members of the staff of the Agricultural Adjustment Administration and the Cotton Division of the Bureau of Agricultural Economics will be available for advice and suggestions at any time during these two days, but the conduct of the conference will be left in the hands of the members of the Trade.

This conference is open to all members of the Cotton Trade, including representatives of buying units of cotton mills and first buyers. Please notify all members of your organization who may be interested.

Very truly yours,



Lawrence Myers,
Acting Chief,
Cotton Processing and Marketing
Section.

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Agricultural Adjustment Administration
Washington, D. C.

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January 11, 1935.

TO ALL COUNTY AGENTS:

It has come to our attention that great pressure is being brought upon County employees and workers to give out the names of County and Local Committeemen, and even the names of contract signers.

Please call the attention of the Assistant in Cotton Adjustment and others in your office to the fact that to give out lists of names to anyone is a gross violation of regulations, which, under no circumstances, can be tolerated, and which may result in dismissal of the employee giving out such information. This ruling must be followed in all cases and no requests for such information should be recognized, no matter upon what pretext or by whom they may be made.

Won't you please handle this at once?

Sincerely yours,

C. W. Warburton

C. W. Warburton,
Director of Extension.

C. A. Cobb

C. A. Cobb,
Chief, Cotton Production Section,
Commodities Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

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January 17, 1935
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TO ALL ASSISTANTS IN COTTON ADJUSTMENT

On several occasions your attention has been called to the procedure to be followed in seeking replacement of tax-exemption certificates lost, destroyed or stolen.

Many applications for replacement come to this office so poorly executed that we are forced to return them for corrections. This would indicate a lack of familiarity on the part of Assistants with Sections 112 and 113 of the Amendment to the Regulations. Most of the papers returned contain obvious mistakes, or do not contain signatures or vital information, which causes a delay in making replacements.

This office now has on hand a considerable number of pending applications which are awaiting the return of corrected papers before replacement can be made. If Forms BA-118 and BA-119 have been returned to you for corrections, please attend to this matter at your earliest convenience and return them to this office.

Before submitting applications for replacement, please review the papers to see that they have been properly executed and signed. It is suggested that you check to see that Forms BA-118 and BA-119, your report endorsed with the recommendation of the County Agent, and a copy of your notice to the ginners, are enclosed.

Above the space provided for the signature of the Assistant in Cotton Adjustment on Form BA-118 is the statement: "I attach hereto my report pursuant to Section 112(c) (3) of the Regulations". Many of the Assistants fail to include this report, which results in an unnecessary delay in making replacement. A model form of this report is enclosed for your guidance.

We are attaching a list of the errors frequently made by Assistants in Cotton Adjustment. To facilitate the making of replacement, please check the papers you are submitting with the attached list to see that these errors do not occur.

THE ASSISTANTS ARE NOT AUTHORIZED TO MAKE REPLACEMENTS UNDER ANY CIRCUMSTANCES EXCEPT UNDER THE AUTHORITY GIVEN THEM IN SECTION 113.

Very truly yours,

C. A. Cobb

C. A. Cobb,
Chief, Cotton Production Section,
Commodities Division.

Enclosure.

(Post Office) _____

_____(date) _____

Mr. C. A. Cobb,
Chief, Cotton Production Section,
Commodities Division,
Agricultural Adjustment Administration,
Washington, D. C.

Dear Mr. Cobb:

With reference to the attached affidavit on Form BA-118, properly executed before a Notary Public by Mr. (name of producer), pertaining to tax-exemption certificate # _____, which has been (lost)(destroyed) (stolen), I have made a thorough investigation and wish to report as follows:

This certificate was issued to Mr. _____ for _____ pounds and was (lost) (destroyed) (stolen) (before any cotton had been deducted from same) (with an unused remainder of _____ pounds). I have canceled this (certificate) (the unused portion of this certificate) and notified ginners and County Agents. Parts of this certificate (portion # _____ to _____) representing _____ pounds, were pooled with the National Surplus Tax-exemption Certificate Pool and were properly transferred through this office.

I have checked all the details and statements given by Mr. _____ in the attached affidavit, and I am convinced that such are the true facts. I have made investigation to check the certificate number, number of pounds originally issued on this certificate, and number of pounds lost; also I have checked and find (that cotton was ginned from this certificate as stated by the producer) (that no cotton was ginned from this certificate).

I am passing this report to Mr. _____, County Agent, along with Forms BA-118 and BA-119, and recommend that replacement certificate be issued.

Very truly yours,

Assistant in Cotton Adjustment.

Endorsement by County Agent.

I have examined the above report of Mr. _____, Assistant in Cotton Adjustment, and the Forms BA-118 and BA-119 to which he refers. After careful consideration and such investigation as I thought necessary, I recommend that a replacement (be issued) (be denied).

County Agent.

List of Errors Frequently Made.

Face of Form BA-118:

1. Fails to show original poundage issued.
2. Varying certificate Serial Numbers shown in body of this form.
3. Fails to show correct poundage remaining unused.
4. Fails to show in "Gin Record" total amount of cotton ginned separately against each certificate.
5. Poundage issued, less poundage ginned, does not equal pounds reported lost, destroyed, or stolen.
6. Poundage "Pooled" should be shown in the "Gin Record" showing Certificate Serial Number and the portion of the certificate "Pooled."
7. Omitted report of how Certificate was lost, destroyed, or stolen.

Reverse side of Form BA-118:

8. Fails to state other facts bearing on loss, destruction, or theft.
9. (1) Producer or trustee fails to sign.
(2) Producer making his mark for signature fails to secure signature of two witnesses.
10. (1) Signature of Notary Public omitted.
(2) Lacks Notary's seal.
(3) Expiration of Notary's commission lacking.
11. Omitted signature of County Agent and date.
12. Omitted signature of Assistant in Cotton Adjustment and date.

Form BA-119:

1. Amount of bond incorrect or missing.
2. Date the bond was executed lacking.
3. Seven figure certificate Serial Number omitted or incorrect.
4. Poundage is not correctly shown.
5. Principal fails to sign.
6. Signatures of two sureties not shown.
7. Signatures and addresses of the two witnesses not given.
8. Date and signature of the Assistant in Cotton Adjustment lacking.

Reports:

SEE "MODEL REPORT"

1. Information on report does not agree with information on forms.

Notification to ginners:

1. Does not show necessary information; should show:
 - (a) Producer's name.
 - (b) Certificate Serial Number.
 - (c) Number of pounds originally issued.
 - (d) Number of pounds previously used.
 - (e) Number of pounds unused and canceled.
 - (f) Parts of certificate canceled.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.

January 25, 1935.

TO ASSISTANTS IN COTTON ADJUSTMENT

To assist us in obtaining information relative to the ginning of cotton during the past three years, will you please fill out and return to this office at your earliest convenience the attached cotton gin questionnaire? Please answer the questions to the best of your knowledge and belief.

Immediately following the return of these questionnaires it is our present plan to have Assistants in Cotton Adjustment contact several ginners in their county with a view of obtaining additional information relative to the cost of operating a cotton gin.

In selecting representative gins from which a report is desired, it is suggested that a separate questionnaire be filled out for each gin regardless of owner, and that not more than two questionnaires be obtained from the same owner.

Five or six questionnaires will be furnished each Assistant in Cotton Adjustment. If you feel that you can obtain this information from more than five ginners in your county we shall be pleased to forward you an additional supply of questionnaires. Please advise us of your requirements.

In requesting this information from the ginners you may assure them that all information given will be treated as confidential.

C. A. Cobb
C. A. Cobb,
Chief, Cotton Production Section,
Commodities Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

State _____
County _____

COTTON GIN QUESTIONNAIRE

1. What was the highest price charged for ginning in your county in the
1932-1933 season? _____. 1933-1934 season? _____. 1934-1935 season? _____
 2. What was the lowest price charged for ginning in your county in the
1932-1933 season? _____. 1933-1934 season? _____. 1934-1935 season? _____
 3. What were the producers charged for bagging and ties in the 1932-1933
season? _____. 1933-1934 season? _____. 1934-1935 season? _____.
 4. On an average, how many pounds of seed cotton are required to make a
500 lb. bale in your county?
 5. How much did producers receive per ton for seed in 1932-1933 season? _____.
1933-1934 season? _____. 1934-1935 season? _____.
 6. How many cotton gins were located in your county in the 1932-1933 season? _____
1933-1934 season? _____. 1934-1935 season? _____.
 - a. About what percent of them are properly equipped to render good
ginning service? (Estimate). _____.
 - b. What did the ginners pay for common labor in 1932-1933? _____.
1933-1934? _____. 1934-1935? _____.
 - c. Did the gins as a whole make or lose money in 1932-1933? _____.
1933-1934? _____. 1934-1935? _____.
 - d. In your opinion, has the Cotton Program or Bankhead Act materially affected
the profit or loss of the ginners in your county? _____.
 - e. Has there been any material change in fuel or power cost in your county
during the past three years? _____. If so what? _____.
-

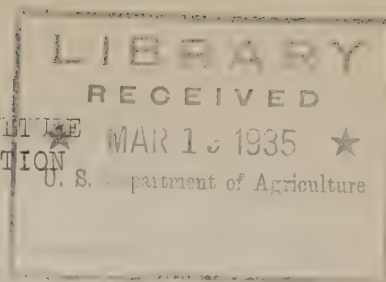
7. What was the average number of bales of cotton ginned per gin in your county in 1932-1933? _____. 1933-1934? _____. 1934-1935? _____.
8. About what percent of the gins in your county are three stands? _____. Four stands? _____. Five stands? _____. Others? _____.

Signature of Assistant
in Cotton Adjustment _____

Address _____

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



February 4, 1935.

TO STATE SUPERVISORS OF VOCATIONAL AGRICULTURE IN COTTON STATES:

At the suggestion of Mr. I. W. Duggan of the Cotton Section, Agricultural Adjustment Administration, and with the approval of Mr. J. A. Linke of the United States Office of Education, we are sending you herewith two mimeographed publications which it is felt will be of interest to you. These are "Some Problems Relating to a Continuing Agricultural Adjustment Program," an address by F. F. Elliott, Chief of the Production Planning Section, Agricultural Adjustment Administration, and "Facts Relating to the Agricultural Situation in 1934."

A copy of this letter and of the two statements are being sent to all agricultural teachers in the Cotton States.

Sincerely yours,

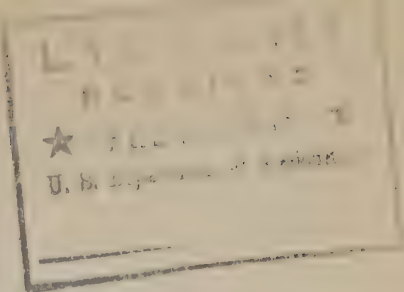
A cursive handwritten signature that reads "Reuben Brigham".

Reuben Brigham, Chief
Regional Contact Section
Division of Information

(Copy to all agricultural teachers)

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



February 8, 1935.

MEMORANDUM TO ASSISTANTS IN COTTON ADJUSTMENT IN THE COTTON STATES

Enclosed is a Summary Sheet prepared in this office and sent to you in order that you may submit a condensed statement of those items which are outlined in the form.

Although this form is self-explanatory, we should like to point out certain items to which you should exert your most careful attention. The number of sales reports sent in (Part A, Item 1) is important in that we wish to determine whether any of your reports were lost.

Your attention is called to Part B, Item 2: Deduct the number of certificates returned or transferred, plus those used in sales, from the total number you received. The number of certificates used in sales should include all that have accompanied reports. All remaining Pool certificates should be returned promptly. Your expense account is to include this cost. The Summary Sheet is to be attached and returned along with the expense account and separate from your last report.

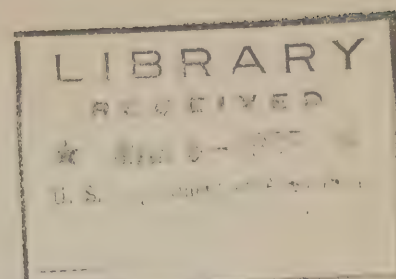
This phase of work is being rapidly brought to a close and it is urgent that you forward immediately the necessary information to this office.

Bear in mind that remittances must be in the mail by midnight, February 15.

E. L. Deal,
Certificate Pool Manager,
Cotton Production Section,
Commodities Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



February 13, 1935.

TO EXTENSION EDITORS IN ALL COTTON STATES:

In connection with plans for informational material to be used in support of the cotton program, we would like to have your suggestions on news stories which we might prepare for your use.

During the past three months we have made special effort to supply news material on the cotton program. We intend to continue that effort and your suggestions on stories needed in your State will be very helpful.

In making your suggestions, you may find it helpful to be able to review rapidly the type of subject matter dealt with in the recent cotton stories and subjects that have been suggested for future stories. The following are the subjects of the cotton stories mailed from this office in the weekly news series since about November 1:

United States Still Supreme in World Cotton Market.
1935 Cotton Program Announced.
Trade Barriers Affect Demand for U. S. Cotton.
Effect of Price and Supply on Demand for Cotton.
Parity Income Ultimate Goal of Cotton Growers.
High Producer Returns Aim of Cotton Program.
Cotton Program Accompanied by Better Business.
Cotton Farmers Urged to Study Situation Facts.
Cotton Program Parity Payment Provisions.
1934 Cottonseed Price Contrasted with 1932 Price.
1935 Cotton Program Should Improve Labor Situation.
Adjustments in Industry Greater Than in Agriculture.

In addition, there were six stories pertaining to the Bankhead Act and two on benefit payments under the cotton program.

The following series of subjects has been suggested for cotton stories for the future, following conferences with C. A. Cobb and I. W. Duggan of the cotton section, with Extension Editor Frank Jeter of North Carolina on his recent visit to Washington, and with Extension Editors F. J. Hurst of Mississippi and C. W. Summerour of Georgia, who

are now assisting with the preparation of informational material for use in support of the cotton program:

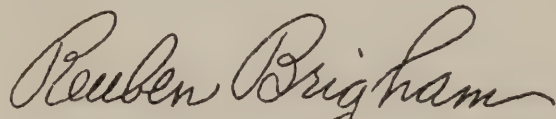
How 2-Bale Exemption Would Apply and Its Probable Effect on
the Cotton Program.
Advantages of Growing a Smaller Cotton Crop at Higher Prices.
The Tariff in Relation to Cotton Exports:

The 1935 Program ' Provisions for New Contracts.
' Use Permitted for Rented Acres.
' Payments Under the 1935 Contract.

Need for Continuing Cotton Adjustment.
World Cotton Situation with Regard to Foreign Trade.
Cotton Program Designed to Improve Conditions for All Producers.
All Cotton Growers Should Sign Contract This Year.
Increased Parity Payments Offered for 1935.
Safe Farming Plans Must Be Continued (self-sustaining farm program).
Interpretive Story on Bankhead Quotas.
What the 1934 Contract Signer Must Do with Regard to New Forms.
How Growers May Cooperate with the County Agents and Committeemen
in the 1935 Program.
Changes in Legal Status of Growers.

We would greatly appreciate having your comment and criticism on the suggested subjects we have listed and your suggestions for additional material.

Very truly yours,



Reuben Brigham, Chief,
Regional Contact Section,
Division of Information.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

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U. S. Department of Agriculture

February 18, 1935

To All Field Workers:

Within a very few days complete sets of Rules and Regulations, new contract forms, and all other printed matter concerning the 1934-1935 cotton contracts will be mailed to the field, and all committeemen and others concerned with the administration of the Cotton Adjustment Program in the various States will be busy making out new contracts and getting the other necessary documents signed by the producers. It goes without saying that everyone should thoroughly acquaint himself with all of the details of the Rules and Regulations governing the contracts in 1935.

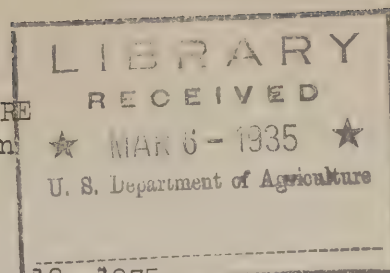
When the contracts were being signed a year ago, very few of the committeemen and other field workers had had an opportunity to thoroughly acquaint themselves with the Rules and Regulations, and it was only natural that numerous mistakes would be made. As you know, this has been the cause of much delay in getting contracts accepted. Many new Administrative Rulings have had to be developed in order to take care of some of the mistakes that were made. Everyone in all the Sections has shown a splendid spirit of cooperation in developing rulings that would permit the acceptance of numerous irregular cases.

All of this is very much appreciated, but we cannot expect that the same degree of tolerance will be permitted during the coming year, as we have all had more time to acquaint ourselves and the producers with all the details of the Regulations, and this letter is being written to urge upon all the necessity of becoming thoroughly acquainted with every detail connected with the administration of the program. A mistake in making the proper interpretation for the producer may cause him to lose considerable money, or result in the rejection of his contract, and this, of course, we wish to avoid.

You will notice that the new contract form is very much simplified as compared with the one used a year ago, and it is felt that there should be very few suspensions as compared with the experience we have just had during the past year, and this will be especially true since everyone is more experienced in dealing with the problems involved.

C. A. Cobb
C. A. Cobb, Chief,
Cotton Production Section.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



February 18, 1935.

TO COUNTY AGENTS IN COTTON-
PRODUCING STATES:

The Agricultural Adjustment Administration has investigated the present supply, the probable market requirements, the probable carry-over August 1, 1935 of American cotton, and the foreign situation in an effort to determine the size crop that would bring producers the largest income in 1935. As a result of these investigations, it would seem that a crop of about 11,500,000 in 1935 should be planned for. While a crop somewhat smaller would in all probability bring a higher price per pound, the total income from the crop might be less. On the other hand, a crop materially larger than 11,500,000 bales would unduly depress the market in 1935 and make it difficult to reduce the carry-over to a desirable figure by August 1, 1936, and in this way would affect the 1936 price as well as the 1935 price.

If the objective of a crop of approximately 11,500,000 bales is to be achieved in 1935, it will be necessary for contract signers to take the full 35 percent reduction permitted in 1935. If producers who signed contracts in 1934 and those who sign contracts in 1935 reduce 35 percent, it is estimated that a crop of about 11,500,000 bales will be produced if yields are no more than average.

It will be to the advantage of individual cotton producers to remove 35 percent of their base acreage from cotton production and receive the maximum rental payments permitted under their contracts in 1935.

It will be to the further advantage of individual producers to plant in 1935 only 65 percent of their base acreage because in no case will the bases used in making allotments of tax-exemption certificates be more than 65 percent of a producer's base production. Producers should therefore be cautioned against planting more than 65 percent of their base acreage with the anticipation of buying surplus exemption certificates at reduced prices in 1935. It will be our recommendation that provisions be made which will prevent surplus exemption certificates being sold much below the full amount of the tax. We will also recommend that the tax be kept adjusted at 50 percent of the price. Neither of these things were done in 1934.

Due partly to the drought, food and feed will be somewhat less plentiful and prices will be higher in 1935 than they were in 1934. For this reason cotton producers should plant only 65 percent of their base acreage to cotton, thus making available additional land on which

to produce food and feed for home consumption.

It should also be called to the attention of producers that if two crops of different size are sold for the same gross value, a larger proportion of the total market value is usually returned to the producer from the smaller crop. It is certain that the former cannot produce the larger crop as cheaply.


Whether contract signers rent 25 percent or 35 percent in 1935 will be determined by how well they are informed of the need for a 35 percent reduction in 1935, and it is felt that you are in the best position to inform them as to the action they should take in 1935.

The efficient manner in which you handled the 1933 and 1934 programs is known and appreciated in Washington. We expect that you will succeed in the 1935 Cotton Program.

Very truly yours,



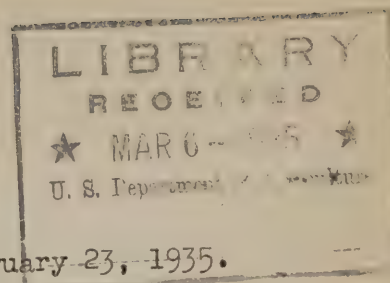
C. W. Warburton,
Director of Extension Work.



C. A. Cobb,
Chief, Cotton Production Section.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



February 23, 1935.

TO TEACHERS OF VOCATIONAL AGRICULTURE
IN COTTON-PRODUCING COUNTIES:

It has been impossible to prepare an issue of Cotton Production Adjustment dealing with the percentage reduction to be allowed contract signers in the 1935 program. We are getting many requests from teachers asking why producers are permitted to rent up to 35 percent of their acreage in 1935. It is felt that teachers can use the tables included in "Cotton Production Adjustment" No. 18 to bring their wall charts up to date and that these wall charts, when brought up to date, can be effectively used in helping producers to determine the percentage reduction that would be most profitable for them to take in 1935.

The Agricultural Adjustment Administration has investigated the present supply, the probable market requirements, the probable carry-over August 1, 1935 of American cotton, and the foreign situation in an effort to determine the size crop that would bring producers the largest income in 1935. As a result of these investigations, it would seem that a crop of about 11,500,000 in 1935 should be planned. While a crop somewhat smaller would in all probability bring a higher price per pound, the total income from the crop might be less. On the other hand, a crop materially larger than 11,500,000 bales would unduly depress the market in 1935 and make it difficult to reduce the carry-over to a desirable figure by August 1, 1936, and in this way would affect the 1936 price as well as the 1935 price.

If the objective of a crop of approximately 11,500,000 bales is to be achieved in 1935, it will be necessary for contract signers to take the full 35 percent reduction permitted in 1935. If producers who signed contracts in 1934 and those who sign contracts in 1935 reduce 35 percent, it is estimated that a crop of about 11,500,000 bales will be produced if yields are no more than average.

It is the opinion of the Cotton Production Section that it will be to the advantage of individual cotton producers to remove 35 percent of their base acreage from cotton production and receive the maximum rental payments permitted under their contracts in 1935.

The Cotton Production Section feels that it will be to the further advantage of individual producers to plant in 1935 only 65 percent of their base acreage because in no case will the bases used in making allotments of tax-exemption certificates be more than 65 percent of a producer's base production. Producers should therefore be cautioned against planting more than 65 percent of their base acreage with the anticipation

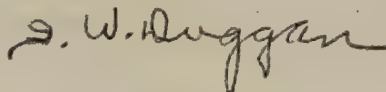
of buying surplus exemption certificates at reduced prices in 1935. It will be the recommendation of the Cotton Production Section that provisions be made which will prevent surplus exemption certificates being sold much below the full amount of the tax. This Section will also recommend that the tax be kept adjusted at 50 percent of the price. Neither of these things was done in 1934.

Due partly to the drought, food and feed will be somewhat less plentiful and prices will be higher in 1935 than they were in 1934. For this reason cotton producers should plant only 65 percent of their base acreage to cotton, thus making available additional land on which to produce food and feed for home consumption.

It should also be called to the attention of producers that if two crops of different size are sold for the same gross value, a larger proportion of the total market value is usually returned to the producer from the smaller crop. It is certain that the farmer cannot produce the larger crop as cheaply.

The Cotton Production Section feels that you are in a strategic position to assist farmers in arriving at correct decisions pertaining to the 1935 program, and appreciates the assistance you have given producers in carrying on their cotton programs.

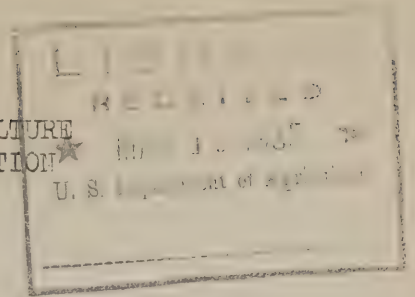
Sincerely yours,

A handwritten signature in dark ink, appearing to read "I. W. Duggan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

I. W. Duggan
Senior Agricultural Economist,
Cotton Production Section.

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C82m

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



February 28, 1935.

TO ALL FIELD WORKERS:

As pointed out in previous communications, there frequently is no advantage at all in communicating with this office by telegraph. In urgent cases air mail will very often suffice. As a matter of fact, an air mail letter gives opportunity to discuss more fully the problems at stake, and with a fuller discussion answers are likely to be much more complete and much more satisfactory. This procedure has the advantage also of avoiding the mistakes that so frequently arise without full information in drafting statements in reply to questions.

Recently the Comptroller's Office has been requested to supply information relative to the cost involved in telegraphic service. The total cost runs into large figures. It is our belief that this amount may be very considerably reduced without sacrifice.

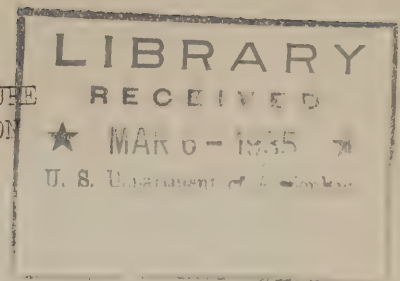
Sincerely yours,

C. A. Cobb

C. A. Cobb,
Director, Division of Cotton.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



March 1, 1935.

MEMORANDUM TO ASSISTANTS IN COTTON ADJUSTMENT

Several communications have been received by the pool from Assistants in Cotton Adjustment and from Executive Secretaries of State Allotment Boards to the effect that many certificates, which were issued in error, have been forwarded to the pool.

Upon receipt of this information the pool has attempted to cancel and withdraw such questionable Trust Agreements. In some cases, however, the checks, in payment for these erroneously issued pooled certificates, have been prepared.

Since producers' checks are being forwarded at the present time by the Comptroller to Assistants in Cotton Adjustment for distribution to the producers, it is imperative that all Assistants in Cotton Adjustment compare all checks received from the pool with their records and with their correspondence with this office to make sure that producers are not paid for certificates which should have been canceled. Whenever a questionable item is found, please communicate immediately with this office before delivering check to the producer.

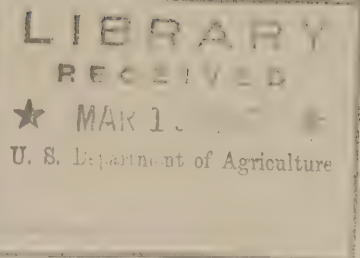
Your fullest cooperation in this matter is necessary.

A handwritten signature in dark ink, appearing to read "E. L. Deal". The signature is fluid and cursive, with a long, sweeping underline.

E. L. Deal,
Certificate Pool Manager,
Division of Cotton.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



March 9, 1935.

MEMORANDUM TO ASSISTANTS IN COTTON ADJUSTMENT

In regard to receiving reimbursement for your expenses incurred in sending registered mail to the pool, it is necessary that this office receive Standard Form No. 1012 properly prepared at once.

If you have not submitted this voucher, secure this form from the State Allotment Board or from the County Agent's office and send it to this office immediately.

In order to avoid delay we wish to make the following suggestions in regard to preparation:

1. Prepare the form in duplicate using Standard Form No. 1012 and No. 1012a.
2. Do not insert an appropriation number nor county classification. No authority number is necessary.
3. Itemize each expenditure and, if possible, attach receipts supporting each entry.
4. No travel has been authorized by the Washington Office; it is useless, therefore, to make a claim for reimbursement of such expenses.
5. Your name and address must be legible. Your signature on the line marked "payee" must be entered in ink or indelible pencil, and must be notarized with the notary's seal affixed.
6. To expedite our action, stamp this voucher with your state and county code stamp. If you represent more than one county, make a note of this fact and attach it to the voucher.

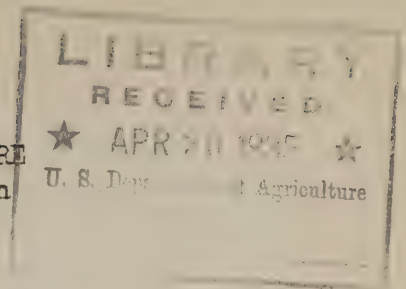
Please prepare this voucher in accordance with the above suggestions. Since the pool is in the process of liquidation, your immediate attention is requested.

A handwritten signature in cursive script that reads "E. L. Deal".

E. L. Deal,
Manager, Certificate Pool,
Tax-Exemption Certificate Section,
Division of Cotton.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



March 30, 1935.

TO DIRECTORS OF EXTENSION
CHAIRMEN, STATE ALLOTMENT BOARDS
AGRICULTURAL EDITORS
COUNTY AGENTS

You will be interested in the attached statement, which embodies the sixteen provisions of a resolution recently received from the Fort Worth Chamber of Commerce together with a reply to each of these provisions.

In these replies to the resolution you will find brief answers to many of the statements that are now being made with reference to the effect of the cotton control program. These statements have, of course, been subjected to the most careful checking and re-checking.

Sincerely yours,

A handwritten signature in cursive script that reads "C. A. Cobb".

C. A. Cobb,
Director, Division of Cotton.

March 28, 1935.

Mr. John B. Collier, Jr.,
President, Fort Worth Chamber of Commerce,
Fort Worth, Texas.

Dear Mr. Collier:

This is in reply to your letter to the Secretary under date of March 12, to which is attached copy of Resolution passed by the Board of Directors of your organization on March 7. For clarity and convenience we will answer each assertion and recommendation point by point.

(1) "WHEREAS, cotton supplies the basis for the economic life of some twenty million people, sustains southern purchasing power, gives vitality to all southern enterprises, and affects indirectly, if not directly, the industrial life and the people of the whole nation, and"

REPLY TO (1): It is recognized that cotton is not only one of the most important crops of the South, and one of the most important crops of the Nation.

(2) "WHEREAS, prior to the inauguration of the Federal Government Cotton Control Program, the United States produced normally about 60% of the world consumption of cotton, while reliable figures indicate a reduction to 43% of the world total for this year, and"

REPLY TO (2): The average world production of cotton during the five years previous to the inauguration of the adjustment program was slightly over 26 million bales. During the same period, production in the United States average 14,700,000 bales, or between 50 and 60 percent of the world total. It should be pointed out that the 1931-32 yield of 17 million bales was the second largest ever produced in this country. The crop of 1933-34 of 13 million bales was approximately one-half of world production that year, and the 9,731,000-bale crop of last year is to be compared to the total estimated yield of 22,600,000 bales for the world.

(3) "WHEREAS, between eighty and ninety percent of the Texas cotton crop is normally exported to foreign markets each year, and"

REPLY TO (3): For a period of years the United States has exported around 55 percent of its total cotton production or an average of 6,800,000 bales. Approximately half of these exports originate in other States than Texas--many of them come from Alabama and States west. Wherever produced, cotton is competitive. Its location does not alter this fact. It is necessary to view the crop of the United States as a whole in devising plans affecting cotton producers. Some 20 percent of the Texas crop is sold to eastern manufacturers here in the United States and is to that degree, of course, competitive with growths of other cotton-producing States than Texas, particularly those in the Southeast.

(4) "WHEREAS, United States cotton exports have declined 50% and more at leading Texas Gulf export ports this year, and"

REPLY TO (4): The decline in exports from the United States has not been confined to cotton. All other principal agricultural exports, except tobacco, have been reduced even more than has cotton, and the exports of industrial goods, likewise, show almost as great a reduction as do cotton exports. In this connection it should be pointed out that in 1931-32 and 1932-33, when cotton averaged around 6-1/2 cents, exports were abnormally high. They were also relatively high in 1933-34. Foreign manufacturers have been drawing on the 3-million-bale excess included in the 24,600,000 bales imported from the United States during this period of very low prices, chiefly for the reason that they have always held out the hope that the agitation against control in the United States would break the control program down and release an abundant flow of cheap cotton again to buyers throughout the world. They have been told this repeatedly by those opposing the control program. Foreign consumption of American cotton shows much less decline than exports.

(5) "WHEREAS, American cotton is in a most critical position with respect to world export trade and world consumption, and"

REPLY TO (5): Practically all exports from this country are in the same position--a position that is due very largely to our tariff barriers, and a lack of buying power abroad, particularly in the gold countries, that cannot provide the necessary exchange and, of course, cannot ship goods to us. While the attempt is being made to work out more satisfactory trade relations, yet the effort of all groups is undoubtedly necessary if satisfactory progress is to be made at this point. Such effort would be constructive, whereas, the continuous attack upon our program is destructive.

(6) "WHEREAS, foreign cotton production is rapidly rising to new heights; especially during the past two years and promises still further substantial gains, and"

REPLY TO (6): We are without evidence that would indicate that cotton production abroad is rapidly rising to new heights. Production during the past year, outside the United States, showed a decline as compared to production in the previous year, and world supplies of all cotton for the 1934-35 season is 3-1/2 million bales less than supplies of the previous season. We are not aware of any country that offers an immediate threat to our supremacy by the expansion of acreage to cotton production. The real threat of destructive expansion is right here in the Cotton Belt of our own country.

(7) "WHEREAS, we have in the past two years of our Cotton Control Program, reduced our production by an estimated 8,700,000 bales, while the world supply has been lowered only 1,800,000 bales, according to competent authorities, and"

REPLY TO (7): The result of our control program over the two-year period, 1933 and 1934, has been to reduce the total actual supply of American cotton by approximately 5,600,000 bales and the potential supply by 10,000,000, and to raise the value of a bale of cotton including seed from \$37.50 in 1932 to approximately \$30.00 for the crop of the past year. If there had been no plow-up program in 1933 the supply of American cotton for that season would have been 4-1/2 million bales larger for the 1933-34 season than it was. In this connection it should be pointed out that the over-supply of world cotton stocks was accumulated through excessive production in the United States and not through excessive production outside the United States. Being responsible for the excessive world supply, it is also our responsibility to lead in any attempt at readjusting supply downward.

(8) "WHEREAS, the threatened complete loss of our cotton export markets jeopardizes the investment of hundreds of millions of dollars in transportation, processing and handling facilities and the employment of tens of thousands of persons engaged in such operations, and"

REPLY TO (8): Contrary to the propaganda of those who desire unlimited production, there is no "threatened complete loss" of our cotton export markets, nor is there any intent on the part of the Government to give up the position of supremacy that the United States holds as the world's leading cotton producer. Our whole aim is to adjust production to effective demand so that the buying power of producers may be reestablished and the cotton-producing industry placed upon a sounder business foundation. This, surely, is both in the interest of the Cotton Belt and the interest of National well-

being. It does not appear that there can be anything in the way of permanent prosperity in the cotton-producing States until the cotton-producing industry rests upon a firmer foundation than it has in the past and until the cotton producer can enjoy that degree of security necessary to the building of a greater region.

(9) "WHEREAS, the increase in the price the producer of cotton is now received, as against the amount received two years ago, is attributable very largely to the devaluation of the dollar, and only to a limited extent to the Federal Government Cotton Control Program, and"

REPLY TO (9): While other factors have aided in increasing the price of cotton during the period of our adjustment program, the principal factor has been the adjustment program itself and not the devaluation of the dollar, as opponents of our cotton adjustment program claim. The Bureau of Agricultural Economics, in a preliminary analysis, has estimated that the probable price of cotton in early 1935, with no adjustment program and no change in the dollar in the past two years, would have been from 5 to 6 cents. It is estimated that with devaluation of the dollar but no cotton adjustment program during the past two years, the price would have been from 7 to 8-1/2 cents. With the cotton programs and no devaluation of the dollar, it is estimated that the price would have been from 8-1/2 to 9-1/2 cents. The increase due to the program above what the increase would have been with the devaluation of the dollar and no program would be slightly more than five dollars a bale. That, applied to the 1934 crop, plus the carry-over in the United States, makes a difference of some 85 to 90 millions of dollars in the value of the carry-over and all cotton produced last year. The combined influence of all efforts at increase in price actually did result in a per-pound price of better than 12 cents.

(10) "WHEREAS, the processing tax incident to the Federal Government's Cotton Control Program has resulted in the giving of a great impetus to the production of synthetic fibres as substitutes for cotton, and"

REPLY TO (10): With reference to competing fibres, during the year 1933-34, consumption of rayon, silk, and wool decreased more than the consumption of cotton.

(11) "WHEREAS, imposition of the processing tax operates to restrict cotton consumption through raising the price of cotton goods and is therefore an indirect subsidy for products competing with cotton goods, and"

REPLY TO (11): The processing tax, measured in terms of its effect upon the finished product, 3 cents on a work shirt and 8 cents

on a pair of overalls, is so small as to have a negligible result in its effect upon the price relationships existing between cotton and other fibres. It should be pointed out in this connection that a principal competitor of cotton, jute, comes into this country free of duty. There is nothing to indicate that the processing tax, within itself, has served to restrict the consumption of cotton. The consumption of cotton parallels the industrial production curve. As industrial production improves, cotton consumption also shows an increase. As measured by the general industrial index the cotton manufacturing industry has operated at a level considerably above that of general industrial production for the season to date. Mill margins stood at 7.5 cents per pound in February, 1933. With full allowance for the processing tax, the mill margin averaged 13.95 for the crop year 1933-34. Current mill margins are well above those prevailing before the inauguration of our program. That is the answer to the charge that the processing tax is ruining the textile industry.

(12) "WHEREAS, the restriction of cotton production through the use of the processing tax for the purpose of providing benefit payments to those restricting acreage, has been the biggest factor in causing tens of thousands of people in the South to lose their employment and thus necessarily have to seek places on the relief rolls, and"

REPLY TO (12): There are no facts to substantiate the statement that the cotton control program has been an appreciable factor in causing the release of tenants and other farm labor in the Cotton Belt. In every check that we have made we have found that there are more tenants on farms this year than there were last year. However, the program has had the effect of releasing countless thousands of women and children from a part of the labor in cotton production. We consider this as being one of the most important accomplishments of the adjustment program.

It is undoubtedly true that the drought in western Texas and western Oklahoma has had the effect of forcing many farmers, tenants, and landowners alike, off the land; and it is probably true that there are fewer farmers on these lands now than there were a year ago. In this connection the fact should be pointed out that the control program has served to hold thousands of farmers on their lands in the drought-stricken territory who otherwise would have been driven off. These farmers have been able to hold their homes because of rental and benefit payments and because of the sale of excess exemption certificates, which have proved very effective as crop insurance. Your own State will receive some 9-1/2 million dollars from the sale of excess certificates to other sections. These certificates were sold by producers in the drought-stricken Texas Counties which failed to make a full crop. Most of this together with \$13,055,542.00 in rental and benefit payments and profits on options has gone into the 96

counties west of Fort Worth. The failure of farmers to make a crop in this territory, however, in no way affected the rental and benefit payments and from profits on cotton options. To illustrate, incomplete figures show that Lubbock County sold certificates to the extent of upward of \$425,000.00 and received rental and parity payments to the extent of \$441,700.00. Except for the foregoing facts the story with reference to your relief rolls would have been vastly different from what it is.

It probably is true that workers in certain industries relating to the handling of cotton have been released. It can hardly be maintained, however, that their employment is more imperative than the welfare of the 2 to 3 million cotton producers of the South. It might also be pointed out in this connection that in adjusting production to demand in cotton, we are following the established practice of industry. Certainly, no group would maintain that any industry within the confines of your city should go on operating whether or not it had a sale for its products; nor would it be possible for such an industry to meet payrolls and sell its wares at a loss. Those who oppose our program are either unaware of the foregoing facts or are content to overlook them in their zeal to carry their point.

(13) "WHEREAS, the processing tax, necessarily a shifted tax, falls heaviest on those least able to pay because it is the heaviest on coarse heavy goods, which goods find their largest market among people of very limited means, now therefore be it"

REPLY TO (13): The processing tax, as is the case with tariff benefits, is paid by the consumer. On a per capita basis, the processing tax on cotton which has shown a total collection of approximately \$210,275,000.00, to March 1, 1935, is easily calculated. Certainly, a tax of less than a dollar per capita per year is not a heavy price to pay for the type of recovery witnessed throughout the South during these two years of our cotton adjustment program with its far-reaching benefits to the entire nation.

The processing tax has afforded the cotton producer the first means in his lifetime of enjoying something of the benefits of tariff. As a matter of fact, and although he collects this tariff upon less than 50% of his production, the portion domestically consumed is not upon 100% as is the case with tariff-protected industry. The processing tax is merely a farmer's tariff, and as long as this Nation is committed to the tariff policy, certainly, if we are to be consistent, the processing tax should continue to be levied and collected.

The fact should be emphasized that the rise in the price of American cotton automatically has had the effect of drawing to this country \$20.00 or more per bale on all exports beyond what we would

have received had there been no control program. This, in the years of 1933-34, and 1934-35 through February, resulted in a total sum of upward of 215 million dollars. This represents a net gain in capital wealth and more than offsets the total cost of the adjustment program including all payments. It is interesting that we still have every penny that was invested in the adjustment program as well as this more than 215 million net increase.

(14) "RESOLVED, by the Board of Directors of the Fort Worth Chamber of Commerce, that the loss of our foreign markets for cotton, traceable almost wholly to the fact that the Federal Government Control Program has practically priced our surplus cotton out of world markets, constitutes a serious menace to the prosperity of Texas, the South, and our nation at large, which condition merits the earnest thought of the political, industrial, and commercial leaders of our entire country, and be it further"

REPLY TO (14): It can hardly be maintained that 12-cent cotton is high-price cotton, when the parity price is 15.7 cents, which is the price cotton should be bringing if the cotton producer were receiving a price comparable to that he is paying for the tariff-protected things he buys. Consequently, those who oppose our program oppose an even break for the producer of cotton.

After the turn of the year the price of American cotton was not much out of line with its normal relationship to the price of Indian cotton. At the present time, the price disparity that existed and received so much attention last fall has disappeared. The decline in exports abroad is largely traceable to the fact that there was an enormous accumulation of stocks at low prices during 1931-32 and 1932-33, which was continued into 1933-34; the belief abroad that our control program would break down and buyers there would again be able to stock up at low prices to our producers here; and lack of dollar credits. Another factor has been the unsatisfactory economic situation abroad and its resultant effect upon industry.

(15) "RESOLVED, that the Government of the United States, through the Congress, be petitioned to initiate and complete at the earliest possible moment, a thorough investigation into the results and effects of the Federal Government Cotton Control Program and evaluate same on a basis of permanent and lasting benefits to the producers of cotton, as well as the immediate effects in the areas involved, and be it further"

REPLY TO (15): As to the Government's investigation of the results of our program, it might be stated that the Government has kept very closely in touch with the results, such as bank clearings,

car loadings, rate of bankruptcy, mail order sales, sales of automobile, telephone installations, tenant problems, etc.; and continuously is investigating any new angles that develop. We might cite the fact that while commercial failures for the whole nation show a decline as compared to the situation a year ago, they are lower in the South than in any other section. The Government is also giving particular consideration to plans that have for their objective the freeing of world markets of such barriers as handicap the free flow of cotton through the channels of world trade. In all of this, the cooperation and assistance of groups like yours is solicited and earnestly desired.

(16) "RESOLVED, that the Congress of the United States be asked to give immediate attention to consideration of plans and policies whereby our exportable surplus of cotton may be permitted to come within price levels, established and maintained in the free markets of the world, and whereby American cotton may regain its former commanding position in world export trade, with lasting benefit to millions of people, including the producers of cotton themselves, and be it further"

REPLY TO (16): As pointed out already, the "exportable surplus" is selling at world prices. Of course, if the price were lowered to the point of cheapness, our customers abroad would undoubtedly stock up again, and let our producers and the South take the loss. In terms of gold the price of our cotton on March 27, 1935, was 7.34 cents and yet Germany, an important customer in the past is practically out of the market for it. At this point, the whole problem of tariffs and other international trade problems have to be considered. Undoubtedly, much adjustment is necessary. To get it, there will have to be widespread cooperation. Attacking the control program is simply playing into the hands of the enemy and will not help in the solution of any of our basic cotton problems or to restore and give a degree of permanence to prosperity in the Cotton Belt.

(17) "RESOLVED, that the Congress be asked to take such action on this matter as will insure to the American cotton producers a return to normal production for the season of 1935-36, as certainly further delay will prove most serious and disastrous."

REPLY TO (17): As to the season of 1935-36, it will be the policy to again approach normal production if the demand and price situation will warrant. It is the aim to get back to normal production as early as the supply and price situation will permit. However, we must hold the gains that have been made since the inauguration of our program in the spring of 1933. Since that time, as pointed out already, we have seen the value of a bale of cotton including seed

rise from \$57.50 to approximately \$80.00 for the crop of 1934. We have seen the return of better times to the Cotton Belt; we have seen farmers pay bills that have been past due for years; we have seen taxes paid. Generally, the economic situation on the farm and off the farm in the Cotton Belt shows a vast improvement over what it was in 1932 when cotton sold for less than 6 cents. To be able to hold the gains that we have made, it will be necessary to continue our efforts at control.

While Fort Worth has always been considered more a cattle town than a cotton town, yet your city, as well as other urban communities throughout Texas, has shared in the return to better business in the past two years. Upon examination it is believed that you will find much of this is due to the cotton adjustment program. Certainly, if there had been no cotton adjustment program and the crop of the past two years had sold for as little or less than the crop brought in 1932, the downward trend of business which sent so many concerns to bankruptcy in 1932 and the years just preceding would have continued, with all the attendant suffering and ills.

You may be sure we deem it a privilege and a pleasure to have received the communication that came with your letter, and to have the opportunity afforded to answer, paragraph by paragraph, the Resolution passed by your group and signed by you and Mr. Jack H. Hott, Secretary. This has given us an opportunity to lay the facts before you as they are, and in that way offset much of the misinformation that is being spread abroad at the present time by those who oppose the adjustment program and who in the main have opposed it from the beginning.

Sincerely yours,

C. A. Cobb,
Director, Division of Cotton.

1. The first part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the success of any business and for the protection of the interests of all parties involved.

2. The second part of the paper deals with the various methods of accounting and the importance of choosing the most appropriate method for a given business. It discusses the advantages and disadvantages of different accounting systems and provides guidance on how to select the best one.

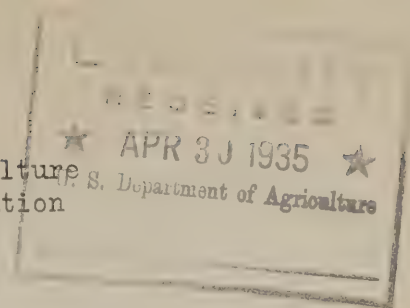
3. The third part of the paper focuses on the importance of regular audits and the role of the auditor in ensuring the accuracy and reliability of the financial statements. It discusses the different types of audits and the procedures that should be followed during an audit.

4. The fourth part of the paper discusses the importance of maintaining proper control over the company's assets and the role of the management in ensuring that all assets are properly accounted for.

5. The fifth part of the paper discusses the importance of maintaining proper control over the company's liabilities and the role of the management in ensuring that all liabilities are properly accounted for.

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United States Department of Agriculture
Agricultural Adjustment Administration
Washington, D. C.



April 16, 1935.

TO ALL DIRECTORS OF EXTENSION IN COTTON-PRODUCING STATES:

This office is in receipt of inquiry from the field with reference to the policy that will be followed in 1935 with respect to producers who have obtained the benefit of the 12-cent loan and who, although operating on eligible land, have failed thus far to execute a cotton acreage reduction contract. In order to establish a policy with reference to the same this office communicated with the Commodity Credit Corporation and is in receipt of a letter dated March 22 signed by Mr. John D. Goodloe, Secretary, from which the following paragraph is copied:

"No policy has been determined by the Executive Committee or the Board of Directors of Commodity Credit Corporation with reference to action to be taken where producers who have obtained 12-cent cotton loans fail to comply with the cotton acreage reduction contract. I feel sure, however, that the same policy as adopted by the Executive Committee last year will prevail. This was stated in Governor Talley's letter of April 12, 1934, copy of which was furnished to you and to Doctor Black. In other words, I am confident that it will be the policy of the Corporation to call, for the producer's failure to comply with the cotton acreage-reduction contract, all loans for which this action is recommended by the Agricultural Adjustment Administration and, similarly, to enforce the producer's personal liability, in the event the Agricultural Adjustment Administration should request it."

You are therefore advised that all producers cultivating cotton on farms eligible for a contract who have received the benefits of the 12-cent cotton loan will be expected to execute a cotton acreage reduction contract on said farm or farms which they may be operating. This would apply to owners who are leasing land as well as to those who are operating the land themselves and also to tenants eligible to sign a contract.

The County Committee should be instructed to file with this office immediately, through the County Agent, a report on each individual case of a producer of cotton who has obtained the benefit of a 1934 cotton loan under the provisions of the application and loan agreement approved by the Secretary of Agriculture and who fails to cooperate with the cotton program by executing a cotton acreage reduction contract. This report should set forth all the facts of the case and be signed by the

County Committee and the County Agent.

In cases where a producer secured the benefit of a loan in 1933 under the loan agreement for that year and failed to execute an acreage reduction contract in 1934, if the loan is still unpaid and the producer is farming on eligible land, he should execute a contract for 1935 only, and on failure to do so this case should also be reported.

Very truly yours,

A handwritten signature in cursive script, appearing to read "C. A. Cobb".

C. A. Cobb,
Director, Division of Cotton.

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United States Department of Agriculture
Agricultural Adjustment Administration
Washington, D. C.

LIBRARY
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JUN 4 - 1935

May 20, 1935.

TO ALL ASSISTANTS IN COTTON ADJUSTMENT:

Re: (a) Liquidation of 1934 Pool
(b) Special Pool established

(a) During the course of Certificate Pool operations approximately 575,000,000 pounds were surrendered, of which, roughly, 400,000,000 pounds were sold for \$16,000,000.00, leaving 175,000,000 pounds to be returned to pool participants. Operating expenses of the pool have been less than four one hundredths of a cent per pound sold.

Assuming, for simplicity, no deduction of operating expenses, the method of pool liquidation can be indicated by the following steps:

1. Payment of 4¢ on 50% of surrendered poundage ----
287,500,000 x 4¢ - \$11,500,000.00
2. Payment of 4¢ on remaining pounds sold ----
112,500,000 x 4¢ - \$4,500,000.00
3. Unsold poundage to be distributed to participants ----
175,000,000 pounds.

When operating expenses are included, payment will be made in accordance with the above method at the rate of approximately \$3.96 per 100 lbs. sold, and the poundage unsold as indicated will be returned to pool participants.

It has been necessary to complete the first step on every Trust Agreement before the second and third steps could be applied to all Trust Agreements. A few Trust Agreements, however, are not yet in shape to be approved for the first step. In order to eliminate the delay they would cause, it has been decided to withdraw them from the pool and to return the entire poundage to the appropriate Assistant in Cotton Adjustment for delivery to owners. In this manner the second and third steps can be applied immediately to all acceptable Trust Agreements.

When second payment checks are written, a statement of account is prepared for each Trust Agreement showing the following details:

- (1) State and County code.
- (2) Trust Agreement serial number.
- (3) Name of participant.
- (4) Amount of first payment.
- (5) Amount of second payment.
- (6) Pounds surrendered.
- (7) Pounds sold.
- (8) Unsold pounds to be returned to participant.

These statements (Form CRBA-201) will be sent in triplicate to Assistants in Cotton Adjustment to be given to the producer at the time he receives his second payment check. In this way the producer will be notified that his unsold poundage will be returned to him as soon as it can be prepared. Since checks will be mailed in packages separate from those containing Form CRBA-201, it is possible that one will be received before the other. It is imperative, nevertheless, that the producer receive his final check and his Form CRBA-201 at the same time.

(b) Special Pool established:

The 1935 Regulations pursuant to the Cotton Act of April 21, 1934, have been amended to establish a Special Pool, which will be based upon poundage

- (a) from the unsold pounds of the 1934 pool; or
- (b) from 1934 surplus certificates now remaining in the producer's possession.

If a participant in the 1934 pool wishes to allow his unsold pounds to remain in the Special Pool, his surrender of these pounds may be facilitated by the use of Form CRBA-201 mentioned above. The use of the triplicate copies of this form is as follows:

Form CRBA-201A - This is an ordinary statement of account to be delivered to participants at the same time the check is delivered.

Form CRBA-201B - This copy, also to be delivered to participants, contains the same account information but also includes a Trust Agreement text applying to unsold pounds. This should be called to the producer's attention at the time he receives his second check so that he will be able to sign the Trust Agreement if he so desires, surrendering his unsold 1934 pool poundage to the Special Pool.

Form CRBA-201D - This is a statement of account to be retained in the files of the Assistant in Cotton Adjustment.

If the producer wishes to surrender his unsold 1934 pool poundage to the Special Pool by executing Form CRBA-201B, he should sign his name exactly as it now appears on the form. If an agent is authorized to act for the participant, the power of attorney or other authorization should have been submitted with the original Trust Agreement.

If the producer does not wish to surrender his unsold poundage into the Special Pool, he should take no action in regard to Form CRBA-201B and his poundage will be returned as soon as it can be prepared.

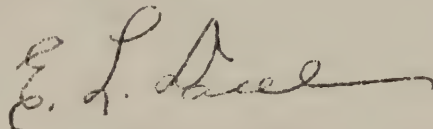
If a producer wishes to surrender actual surplus 1934 certificates, he should execute a Trust Agreement (Form BA-116), the caption of which should be changed to read "Trust Agreements to place certificates in Special Pool." His certificates should be attached and the Trust Agreement should be sent to the pool.

The Regulations provide that Trust Agreements (Forms BA-116 or CRBA-201B), to surrender poundage to the Special Pool, must be executed and delivered to the Assistant in Cotton Adjustment within ten days after the receipt of final 1934 pool payment checks in that county.

In transmitting Trust Agreements, Form CRBA-201B (executed without certificates attached) and Form BA-116 (executed with certificates attached) to Washington, these Trust Agreements should be listed on and accompanied by Forms BA-327 and BA-328, which serve the same purpose as Forms BA-112 and BA-113 used in the 1934 pool. Directions for the preparation of Form BA-327 are printed on the form itself. Due to a delay in printing, Forms BA-327 and BA-328 will not be available for several days. When prepared, however, they will be sent to State Allotment Boards for distribution to counties.

If Trust Agreements are executed and received in county offices prior to the receipt of Forms BA-327 and BA-328, they should be kept in a place of safe-keeping until these forms arrive, at which time the Trust Agreements should be listed thereon and sent, in the same package, to Washington.

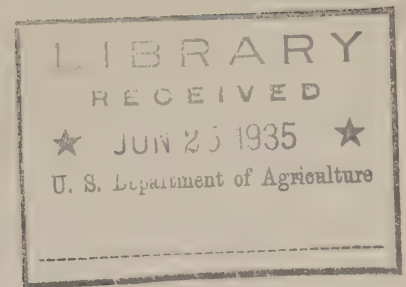
Very truly yours,



E. L. Deal,
Manager, Certificate Pool,
Tax-Exemption Certificate Section,
Division of Cotton.

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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF EXTENSION WORK
WASHINGTON, D. C.



Circular Letter
Cotton Work - No. 32

May 21, 1935

TO COUNTY AGENTS IN COTTON STATES.

RE: Ten Cent Cotton Loans

The Commodity Credit Corporation has supplied me with a list of persons to whom ten cent loans on cotton were made last year and with whom the Corporation has not recently been able to get in touch. These loans are several months overdue, and the Corporation now desires to close the loans and sell the cotton. Before doing so, however, they want if possible to get in touch with the borrowers and obtain their consent to the sale or to make arrangements for the continuance of the loan. A list of such borrowers in your county is enclosed. Please return this list to the Commodity Credit Corporation, Washington, D. C., with the present addresses of these borrowers if known to you, or a statement that you are unable to supply the new address. Your prompt attention to this matter will be appreciated.

Yours very truly,

A handwritten signature in cursive script that reads "C. W. Warburton".

C. W. Warburton,
Director of Extension Work.

Enclosure.

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U. S. Department of Agriculture

Procedure to be followed in assuming accountability where a County Agricultural Extension Agent or an Assistant in Cotton Adjustment resigns or his office becomes vacant and another person succeeds him or undertakes responsibility for his duties as relates to the Surplus Certificate Pool and/or the Tax-Exemption Certificate Section

1. Mail to this office all Forms B.A. 311 used to date of transfer of account in transfers and re-issuances within the county along with canceled certificates and detached portions of certificates reissued.
2. List Regular Certificates, (printed in black) received from Washington: No. _____ from _____ to _____
3. List Pool Certificates (printed in red) received from Washington: No. _____ from _____ to _____

5.
Pool Certificates on Hand.
(Printed in red ink)

[illegible][illegible]

6.
Reports of Sales

No. of Reports	Total Pound- age Sold	Total Receipts

7.
Reports of Certificates
Surrendered

No. of Reports	Total Poundage Surrendered

After setting forth the foregoing report, execute the following certificate:

"I certify that the above report is a true and accurate statement of my accountability to the Surplus Cotton Tax-Exemption Certificate Pool, and to the Tax-Exemption Certificate Section, Division of Cotton, Agricultural Adjustment Administration, Washington, D. C.

Dated _____, 193____, at _____

Approved:

(Signed)

County Agent.

Assistant in Cotton adjustment,

County of _____,

State of _____"

Then follow with a declaration from your successor or the person assuming your duties for the time being, to the following effect:

"I, _____, on this _____ day of _____
19____, have assumed the duties and responsibilities of _____
_____, Assistant in Cotton Adjustment (County Agent), and do hereby take over his accounts from the point set forth above but I do not thereby assume any responsibility for any item or transaction not set forth or not accurately recorded in his said accounts prior to this date.

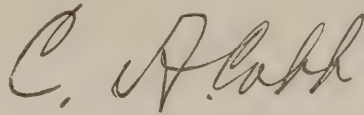
(Signed) _____

For _____

County (or Counties)

City and State"

The outgoing Assistant in Cotton Adjustment remains liable and is accountable under his surety bond for all transactions had and duties performed or to be performed up to the moment of the termination of his employment as such.

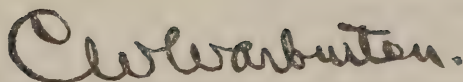


C. A. Cobb, Director,
Division of Cotton,
Agricultural Adjustment Administration,
Department of Agriculture.

Washington, D. C.

July 3 , 1935

Approved:

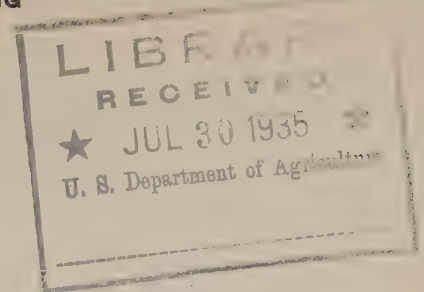


C. W. Warburton, Director of Extension,
U. S. Department of Agriculture,
Washington, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
AND EXTENSION SERVICE COOPERATING
WASHINGTON, D. C.

Circular Letter
Cotton Work - No. 15



July 23, 1935

TO STATE DIRECTORS OF EXTENSION WORK:

Re: Letter to Cotton Committeemen.

Enclosed is a copy of a letter which is being mailed to Community and County Committeemen of the Cotton Production Control Associations. This letter is one of a series dealing with various phases of agricultural adjustment and its problems, and with special aspects of the cotton adjustment program for the information of committeemen. It is believed that a series of personal letters of this type, one or more of which will deal with committeemen's responsibility to their State institutions and to their State and County leaders, will tend to increase their feeling of responsibility for the program and will aid them in making its usefulness better known in their communities.

While it is not probable that letters to committeemen will be issued oftener than once a month, yet under certain circumstances, it may be found necessary to issue a special letter occasionally covering some emergency development.

You are requested to suggest any special matter which you would like to have us discuss. We would also appreciate it if you would say what you think should be covered in letters going out during the next three or four months.

Very truly yours,

A handwritten signature in cursive script, appearing to read "C. A. Cobb".

C. A. Cobb,
Director, Division of Cotton.

A handwritten signature in cursive script, appearing to read "C. W. Warburton".

C. W. Warburton,
Director of Extension Work.

Enclosure.

(Copy to County Agents)

10197

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

July 22, 1935.

TO COTTON CONTROL ASSOCIATION COMMITTEEMEN:

As a committeeman, you are undoubtedly called upon frequently for facts relative to the Adjustment Programs. In the recent months there has been much said about the cost of food at present compared to the cost in recent years, and some individuals attempt to hold the Adjustment Programs responsible for this change. As a cotton producer and committeeman, you will doubtless be interested in the following facts:

Food costs, according to a recent study, are 14 percent below the general level of living costs.

Food costs in May 1935 were 24 percent above their 1913 level, but the costs of all other items in the family budget were 54 percent above their 1913 level.

Throughout the past 15 years the American public has been supplied with agricultural products by the American farmer at a level of prices far below the relative levels of most other commodities.

During the depression, agriculture took price cuts of 64 percent while industry took price cuts of only 21 percent.

Since distribution costs tend to remain constant, a small rise in price to the consumer often means a large percentage increase in the farmer's returns.

Recent changes in food prices reflect action of two forces—the recovery programs (including the A. A. A. program) and the drought of 1934.

It is estimated that about four-fifths of the reduction in wheat and corn production was due to the drought and about one-fifth to Adjustment Programs. Reductions in supplies of other agricultural commodities, for which no control programs existed, were due largely to the drought.

Income of farmers, boosted by the A. A. A. and other recovery programs, has increased farm purchasing power and thereby helped the city worker to earn the dollars he pays out for food. Farmers' returns from foodstuffs increase or decrease as factory pay rolls increase or decrease.

The purchasing power of a unit of farm products is only 84 percent of its pre-war purchasing power. Improvement in consumer purchasing power (including city population) is a necessary next step to improved prices for the farmer.

As drought shortages are replaced and, consequently, more farm products are sent to market, it will be extremely difficult to maintain present price levels for farm products unless industry is able to re-absorb its unemployed and thereby greatly increase city buying power.

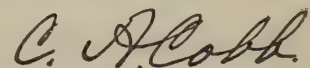
To the large group of unemployed, a job, rather than cost of living, is the most important concern.

During the past 5 years, farm population increased by $2\frac{1}{4}$ million, partly because people have been driven from the cities by the depression. This has added to the burden of rural communities at a time when farm income was low.

The "ever-normal granary" plan, advocated for years by Secretary Wallace, and included in the amendments to the Agricultural Adjustment Act now before Congress, would insure the consumer against scarcity and keep carry-overs from burdening the farmer, by enabling the Government to return to producers burdensome surpluses that might temporarily accumulate.

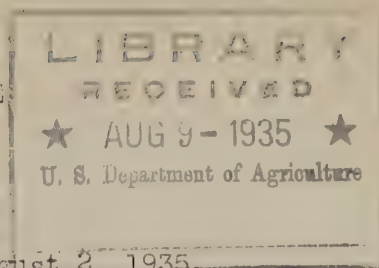
Now a word about cotton. Cotton producers should comply strictly with the provisions of the contract in order that they may continue to receive the benefits of the adjustment program.

All rented acres under the cotton program will be measured in 1935. Cotton acreage planted by noncontract signers will also be measured before Bankhead certificates are issued to such producers.



C. A. COBB,
Director, Division of Cotton.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



August 2, 1935.

MEMORANDUM TO ALL EMPLOYEES OF THE DIVISION OF COTTON HOLDING TRAVEL
AUTHORIZATION LETTERS

Dear Sir:

Your attention is called to a ruling of the Internal Revenue Income Tax Collection Division which provides that:

- (a) "If an individual receives a salary and is also repaid his actual traveling expenses, he shall include in gross income the amount so repaid and may deduct such expenses.
- (b) "If an individual receives a salary and also an allowance for meals and lodging, as, for example, a per diem allowance in lieu of subsistence, the amount of the allowance should be included in gross income and the cost of such meals and lodging may be deducted therefrom."

We are calling your attention to these two rulings in order that you will appreciate the necessity of keeping an accurate, itemized daily expense account during such time as you are in travel status in order that you may claim and receive proper deductions from your gross income in filing your income tax schedule at the end of the calendar year. While the regulation does not specifically mention mileage allowance for use of personally-owned motor vehicle it is probable that it will be required that you include in your income statement such payments as are made you in reimbursement for use of personally-owned automobile, and you should therefore be very careful to keep an account of all expenses incurred in operating your automobile when reimbursement for the use of the same is claimed either on a basis of actual cost of gasoline, oil, etc., or at a fixed rate per mile.

The Department will furnish you, if you desire, a memorandum book in which a daily expense record may be kept. This book is known as U. S. Department of Agriculture Form 15.

It is also suggested that it would be advisable for you to keep a duplicate copy of all expense accounts submitted, noting on said copy any deductions made in the process of audit.

You will note that these regulations were effective January 1, 1935, and it is suggested therefore that you secure duplicate copies

of all expense accounts submitted heretofore if you have not retained these at the time you submitted your expense account and also that in the future you retain a duplicate copy.

For further and more explicit information concerning these regulations you are referred to Budget and Finance Circular No. 15, published July 5, 1935, signed by W. A. Jump, Director of Finance.

Very truly yours,

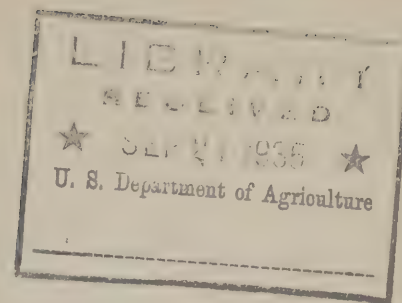
A handwritten signature in dark ink, appearing to read 'C. A. Cobb', written in a cursive style.

C. A. Cobb,
Director, Division of Cotton.

Enclosure.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



August 17, 1935.

MEMORANDUM TO DIRECTORS OF THE EXTENSION SERVICE

In view of the fact that some of the counties are far advanced in ginning, and since there is a great demand in these counties for the reissuance of tax-exemption certificates remaining unsold by the National Surplus Cotton Tax-Exemption Certificate Pool of 1934, it is necessary that certain steps be taken by the Tax-Exemption Certificate Section to expedite the reissuance of the unsold poundage in these particular counties.

Under the present plan it is necessary that such reissuance of certificates be delayed until after August 27, 1935, the closing date for receiving surrenders to the Special Surplus Cotton Tax-Exemption Certificate Pool. Since ginning is so far advanced in some counties, however, it is necessary that provision be made to expedite the delivery of this unsold poundage to producers as soon as possible.

There has been inaugurated a plan whereby, upon WRITTEN AUTHORIZATION from the Tax-Exemption Certificate Section, the Assistant in Cotton Adjustment may reissue this unsold equity to the producer upon surrender by the producer of Form No. CR-B. A.-201B, which was handed him at the time final Pool checks were delivered.

The material necessary for the carrying out of this plan will be furnished the Assistant in Cotton Adjustment upon request to the Tax-Exemption Certificate Section, and is as follows:

- (1) Cotton Tax-Exemption Certificate,
(Form No. B. A. 211).

These will be handled by the Washington Office in a SPECIAL CONSIGNMENT account with the Assistant in Cotton Adjustment, SEPARATE and DISTINCT from any other consignment accounts, Pool or otherwise. The Assistant in Cotton Adjustment must not use certificates so consigned for any purpose other than reissuing the unsold poundage equities as set forth on Forms Nos. CR-B. A.-201B and CR-B. A.-203.

(2) Certificate Covers, (Form No. B. A. 211a).

These have previously been distributed to the Assistant in Cotton Adjustment. Additional supplies will be furnished upon request.

(3) The pink copy of Form No. CR-B. A.-203.

This Form is a schedule prepared by the Comptroller of the Agricultural Adjustment Administration showing the statement of each producer's account with the 1934 Pool.

(4) Schedule of Cotton Tax-Exemption Certificates Usable in Crop Year 1935-1936 Returning Pro Rata Shares of Poundage Surrendered to But Unsold by The 1934 Surplus Cotton Tax-Exemption Certificate Pool, (Form No. B. A. 126).

The steps necessary for completion of a transaction of this Nature are:

(1) Surrender to the Assistant in Cotton Adjustment by the producer of Form No. CR-B. A.-201B. It is not necessary for the producer to sign this Form. If the producer has already signed Form No. CR-B. A.-201B, his signature should be voided by striking through with ink so as to prevent confusing this particular CR-B. A.-201B with one placing certificates in the Special Pool. The surrender of Form No. CR-B. A.-201B by the producer is the most important step in the operation of this method of making reissuance and under no circumstances should the Assistant in Cotton Adjustment deliver a replacement certificate to the producer without having in his possession the CR-B. A.-201B.

(2) Strike out the entry of the particular Form No. CR-B. A.-201B on Form No. CR-B. A.-203.

(3) Round the poundage figure for the net equity of unsold pounds to the nearest multiple of five pounds. For example: upon rounding to the nearest 5 pounds, 327 becomes 325, and 328 becomes 330.

(4) Prepare and cut the certificate for the net poundage replaced as determined in "3" above. In the space on the certificate marked "Application Number" insert "Replacement, Section 104(i)".

(5) Prepare Form No. B. A. 126 in duplicate and enter thereon the information called for in columns 1, 2, 3, 4, and 5 for each certificate so reissued. Column

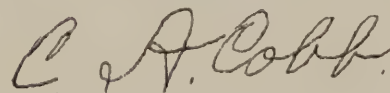
6 is for the signature of the producer at the time the Assistant in Cotton Adjustment delivers the certificate. This signature must be obtained. The original of this Form is to be forwarded to Washington at the time final accounting is made by the Assistant in Cotton Adjustment. The duplicate is for the County files.

(6) Have the producer receipt for the certificate on both the "stub receipt" at the foot of the detached portion of the certificate and in the space provided on Form No. B. A. 126 in column 6.

(7) Staple Form No. CR-B. A.-201B to the detached portion of the certificate for forwarding to Washington at the time the Assistant in Cotton Adjustment makes his accounting for the certificates used. Under no circumstances will a certificate consignment account with an Assistant in Cotton Adjustment be closed until all detached portions of certificates with Form No. CR-B. A.-201B stapled thereto, unused certificates, and completely prepared Forms No. B. A. 126 are forwarded to the Washington Office.

The Assistant in Cotton Adjustment must be prepared to make his accounting to the Tax-Exemption Certificate Section on demand and in no event later than September 30, 1935, so that those producers not availing themselves of the opportunity to secure their replacement certificates by this method may be issued certificates by the Washington Office without undue delay.

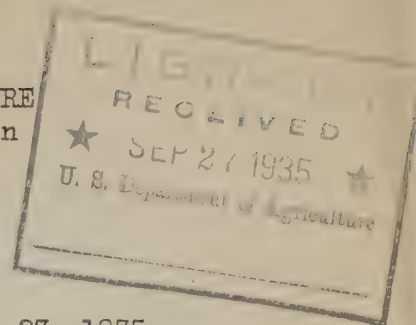
Our contacts in the field have indicated that there is a great demand for a plan of this sort and it will be greatly appreciated if you will forward a copy of this memorandum immediately to all Assistants in Cotton Adjustment in your State.



C. A. Cobb,
Director, Division of Cotton.

CC Chairmen,
State Allotment Boards.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



September 23, 1935.

To Assistants in Cotton Adjustment

Dear Sir:

Re: Bonds for Assistants in Cotton Adjustment

You will recall that in the personal data memorandum which you signed before appointment you answered in the affirmative the question whether or not you would be willing to furnish a bond if required.

The amount of the bond required will be \$3,500, and it will be necessary for you to pay for this bond personally, as it is contrary to law for any department of the Government to pay the cost of bonds furnished by any of its employees.

All bonds in order to be acceptable to the Department of Agriculture must be written by a bonding company acceptable to the U. S. Treasury and also must be executed by an officer of said company whose authority to perform this function has been properly certified to the Government. You are not required to purchase your bond from any particular bonding company, but the bond must be from an approved company as indicated above.

The enclosed form or a duplicate of the same should be used in executing your bond. Please have this matter attended to at once as it is required by the Administration that a satisfactory bond must be furnished by all persons holding the position of Assistant in Cotton Adjustment, and you are advised that no salary payments will be made to you until your bond has been approved.

Very truly yours,

C. A. Cobb,
Director, Division of Cotton.

C. W. Warburton,
Director of Extension.

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U. S. Department of Agriculture

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U. S. Department of Agriculture

In order that we may properly and satisfactorily place your records in position where we may clear you of all accountability to the National Surplus Cotton Tax-Exemption Certificate Pool, the Special Pool, and to the Division of Cotton resulting from your position as Assistant in Cotton Adjustment or County Agent and also transfer your account to the Assistant in Cotton Adjustment or County Agent assuming your duties and responsibilities, we are listing below the correct procedure to be followed and the information required to complete transfer of said account:

1. Mail to this office all Forms B.A. 311 used to date of transfer of account in transfers and re-issuances within the county along with canceled certificates and detached portions of certificates reissued.
2. List Regular Certificates received from Washington:
No. _____ from _____ to _____
3. List Pool Certificates received from Washington:
No. _____ from _____ to _____

5.
Pool Certificates on Hand.

[illegible][illegible]

6.

Reports of Sales from
National and/or Special Pool

No. of Reports	Total Pound- age Sold	Total Receipts

7.

Reports of Certificates Surrendered
to National and/or Special Pool

No. of Reports	Total Poundage Surrendered

After setting forth the foregoing report, execute the following certificate:

I certify that the above report is a true and accurate statement of my accountability to the National Surplus Cotton Tax-Exemption Certificate Pool, the Special Pool, and to the Tax-Exemption Certificate Section, Division of Cotton, Agricultural Adjustment Administration, Washington, D. C.

Dated _____ 193__, at _____

Approved:

(Signed)

County Agent.

Assistant in Cotton Adjustment,

County of _____,

State of _____.

Then follow with a declaration from your successor or the person assuming your duties for the time being, to the following effect:

I, _____, on this _____ day of _____ 19____, have assumed the duties and responsibilities of _____, Assistant in Cotton Adjustment (County Agent), and do hereby take over his accounts from the point set forth above but I do not thereby assume any responsibility for any item or transaction not set forth or not accurately recorded in his said accounts prior to this date.

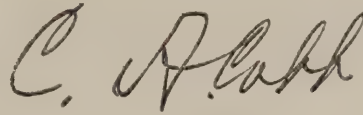
(Signed) _____

For _____

County (or Counties)

City and State

The outgoing Assistant in Cotton Adjustment remains liable and is accountable under his surety bond for all transactions had and duties performed or to be performed up to the moment of the termination of his employment as such.

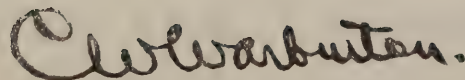


C. A. Cobb,
Director, Division of Cotton,
Agricultural Adjustment Administration,
Department of Agriculture.

Washington, D. C.

October 1935.

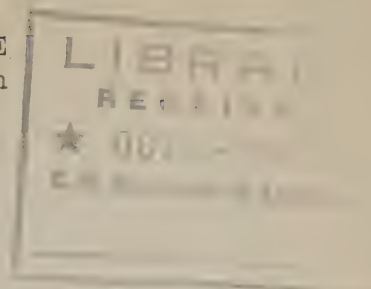
Approved:



C. W. Warburton, Director of Extension,
U. S. Department of Agriculture,
Washington, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



Dear Sir:

Replying to your inquiry concerning the Government programs with reference to the 10-cent loan and a price adjustment payment on cotton produced in 1935, we are pleased to furnish you the following information.

The 10-cent loan will be available to all producers for the cotton grading 7/8" low middling or better, produced by or for them in 1935, provided they are cooperating in the Cotton Adjustment Program or will agree to cooperate in the program in 1936. The conditions under which this loan will be made are similar to those in connection with the 12-cent loan made in 1934.

The cotton price adjustment payment plan provides for an adjustment payment to producers who participated in the Cotton Acreage Adjustment Program in 1935 and who agree to continue cooperation in 1936; also to those who, although not cooperating in 1935, agree to cooperate in 1936. In the latter case, however, the adjustment payment will not be made until after a compliance certificate covering their 1936 contract has been certified. Under this plan the Secretary of Agriculture agrees to make an adjustment payment to those producers, who are eligible under the conditions mentioned above, on their 1935 cotton production up to the total number of pounds of tax-exempt cotton allocated to them under the Bankhead Act. The rate of this adjustment payment per pound will be the difference between the average price of 7/8" middling spot cotton in

the ten designated spot markets and twelve cents on the day the cotton is sold, with the restriction, however, that no payment will be made in excess of two cents per pound. In other words, if the average price of 7/8" middling cotton in the spot markets designated is less than ten cents, the maximum amount the producer could receive would be two cents per pound. This adjustment payment will be at the same rate each day to all eligible producers, irrespective of where their cotton may be located when sold.

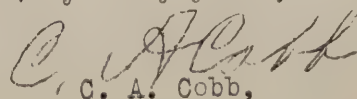
The producer is at liberty to sell his cotton on any market and at any time he desires. He has all the privileges of a free and open market transaction and should insist on a price based on the quality of the cotton he is offering for sale.

If he does not desire to sell he may avail himself of the privileges of the 10-cent loan, but cotton on which a loan has been secured must be stored in a satisfactory warehouse and will accumulate storage and interest charges, which will be deducted from the price adjustment payment.

An eligible producer may receive the benefit of this price adjustment payment on 1935 crop cotton already sold upon certification of the required information relating to the sale of the said cotton.

The necessary blanks on which to make application for cotton price adjustment payment will be available in the office of the county agents in the near future.

Very truly yours,

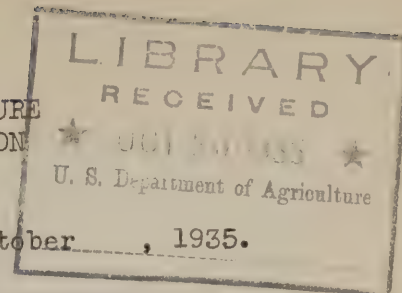

C. A. Cobb,

Director, Division of Cotton.

1-44
C-23m

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

October , 1935.



MEMORANDUM TO ALL ASSISTANTS IN COTTON ADJUSTMENT

Certificate poundage from the Special Surplus Cotton Tax-Exemption Certificate Pool is no longer available for sale. You should have already received notice to this effect by our wire of October . Any remaining amount of authority which you hold to sell from the Special Pool has been canceled.

It is pointed out again that the Special Surplus Cotton Tax-Exemption Certificate Pool is separate and distinct from the National Surplus Cotton Tax-Exemption Certificate Pool. There must be a final accounting for all poundage sold and receipts covering the sale of such poundage from the Special Pool before authority to sell from the National Surplus Cotton Tax-Exemption Certificate Pool is granted. In view of this fact, Form No. S. C. P. 40 has been prepared in this office and is enclosed with this memorandum in order that you may present a statement of Pool certificate poundage. This Form is to show your accountability to the Pool Manager for the use of consigned Pool certificates.

When your statement of Pool certificate poundage has been received and approved by this office, the Pool Manager will acknowledge your future requests for authority to sell from the National Surplus Cotton Tax-Exemption Certificate Pool. With this in mind, it is imperative that you submit your statement immediately. At the time of returning Form No. S. C. P. 40 it would be advisable for you to make a specific request in pounds for new authorization.

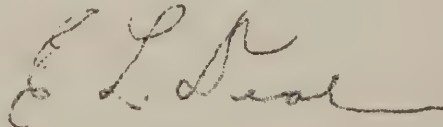
DO NOT RETURN ANY UNUSED CERTIFICATES, as shown in part C-1 of the enclosed Form, for they will be used later when authority to sell is granted from the National Pool.

INSTRUCTIONS PERTAINING TO FORM NO. S. C. P. 40

1. This Form is to be prepared in triplicate. The original and duplicate copies are to be sent to Washington, while the third copy is to be retained in your office.
2. It must be signed by the County Agent. The District Agent will be required to sign this Form in the event there is no County Agent, or in case the County Agent is acting as an Assistant in Cotton Adjustment.
3. Part A, Certificate poundage received as represented by consigned pool certificates.
 - (a) Line A-1 must show the total certificate poundage received as taken from your Letters of Transmittal.
 - (b) Line A-2 must show the return of those certificates which were consigned to you for sale and which you subsequently found to be in surplus to your needs. They are not to be confused with those certificates which have been returned after the portions therefrom have been sold. Void or canceled certificates should have accompanied sales reports; hence they will have been ac-

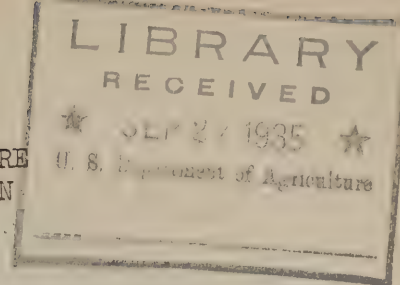
counted for in part D-4 of the enclosed Form. If certificate poundage has already been returned unused, it is to be subtracted from the total amount received to give the amount of certificate poundage available for use in sales.

4. Before part B is determined, it will be necessary for you to prepare part D, Certificate poundage sold, on page 2.
5. Part D, Certificate poundage sold.
 - (a) The number of sales reports sent in is important in that we wish to determine whether or not any of your reports were lost. Be sure to see that all reports have been sent in when you return this Form No. S. C. P. 40.
 - (b) The other items shown under this section are self-explanatory.
 - (c) As a check on the accuracy of reporting certificate poundage sold, it is called to your attention that the amount shown on line D-5 should agree with the amount shown on line D-7.
 - (d) The amount shown on line D-7 is the amount to be shown in part B which will be subtracted from line A-3 to give part C, the total certificate poundage on hand.
6. The total certificate poundage on hand is to be further identified by giving the serial numbers and number of certificates. This information must be shown under line C-1.
7. This statement is to be sent in under separate cover after your final sales report has been submitted.
8. Prompt submittal of this statement is necessary in order that we may proceed at once in liquidating the Special Pool.
9. Bear in mind that your request for authority to sell from the National Pool will be delayed unless this statement is sent in immediately for approval.



E. L. Deal,
Manager, Certificate Pool,
Tax-Exemption Certificate Section,
Division of Cotton.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



MEMORANDUM TO COUNTY AGENTS IN COTTON PRODUCING STATES

In order that it may be understood how deductions from benefit payments are made where the producer overplanted beyond 65% of his base acreage for 1934, there are attached hereto three sample worksheets, as used in the Washington Office.

In all three cases the producer is assumed to have received a Notice of Acceptance showing: base acreage - 10 acres; yield per acre - 100 lbs.; rented acres - 3 acres; rental per acre - \$3.50; total rental payment - \$10.50; farm allotment - 400 lbs.; and acres to plant - 7 acres; and to have received a first rental payment of \$5.25.

John Doe, Serial No. 1, planted $1\frac{1}{2}$ acre over the maximum of 7 acres, as shown in items B and F. In order to settle the contract, this overplanting required (1) that the rental payment be re-figured on the basis of $2\frac{1}{2}$ rented acres instead of 3 rented acres, as shown in item K, which makes the total rental payment due under the contract \$8.75 instead of \$10.50 as shown on the Notice of Acceptance, and (2), that a penalty of 6¢ per pound be imposed for the lint produced on the $1\frac{1}{2}$ acre harvested over the maximum of 7 acres, as shown in items H and J. The yield per acre shown on the Notice of Acceptance is used as the basis for computing the amount of lint produced on the overplanted acreage on which the penalty is imposed. The refigured total rental payment of \$8.75 (item K), minus the first payment previously made of \$5.25 (item L), leaves an adjusted second rental payment of \$3.50 (item M), from which must be deducted the penalty of \$3.00 (item J), leaving a balance due of \$.50 (item N). John Doe is paid the full amount of the parity payment of \$4.00 (item O). The payments due are shown again in the summary on the reverse side of the worksheet.

Richard Doe, Serial No. 2, planted .6 of an acre over the maximum of 7 acres. Comparison with John Doe's worksheet shows a further reduced total rental payment of \$8.40 (item K) and an increased penalty of \$3.60 (item J). It will be noted that the adjusted second rental payment due is only \$3.15 (item M), which makes it necessary to go into the parity payment to take care of the full amount of the penalty of \$3.60. This computation is shown in items P and Q. It will be noted in the summary that no further rental is payable and the parity payment is reduced to \$3.55.

Tom Smith, Serial No. 3, planted 1 acre over the maximum of 7 acres. This causes a reduction of the total rental payment to \$7.00 (item K) and a penalty of \$6.00 (item J). The adjusted second rental

payment due of \$1.75 (item M), plus the parity payment of \$4.00 (item O), makes a total of only \$5.75 (item P), so that it becomes necessary to secure a refund from the producer of 25¢ (item R) out of the first rental payment previously made, in order to take care of the \$6.00 penalty.

In the case where the producer is a managing share-tenant, the deductions are made in accordance with the division of payments called for in the contract.

In no case of overplanting is a refund requested from the producer of more money than he received as first rental payment. When all payments made or due are absorbed by the deduction, (which occurs when the producer has planted approximately 82 percent of his base acreage), the contract is placed in line for cancelation.

Very truly yours,

C. W. Warburton,
Director of Extension Work.

C. A. Cobb,
Director, Division of Cotton.

Enclosures.

FORM CR-COTTON OP-2 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 RENTAL AND BENEFIT AUDIT SECTION
 OFFICE OF THE COMPTROLLER
 WASHINGTON, D. C.

WORK SHEET TO BE USED IN MAKING COMPUTATIONS RELATIVE TO THE 1934 and 1935
 COTTON ACREAGE REDUCTION CONTRACT INDICATED HEREIN IN WHICH COTTON GROWN AND
 HARVESTED IN 1934 WAS IN EXCESS OF 65% OF THE BASE ACREAGE.

State 99 County 234 Serial Number 1 Name of Producer John Doe

(A)	Base Acreage as Entered in Column 6 (Form No. CR-Cotton 201), Notice of Acceptance.....	10.00
(B)	Cotton Acreage Actually Grown and Harvested (item (2), Sec- tion I of Certificate of Compliance for 1934).....	7.50
(C)	Adjusted Rented Acreage (item (A) minus item (B)).....	2.50
(D)	Minimum Number Rented Acres under terms of contract (item (A) x 35%).....	3.00
(E)	Maximum Number Planted Acres under terms of contract (item (A) minus item (D)).....	7.00
(F)	Number of Acres Grown and Harvested in Excess of 65% of Base Acreage (item (B) minus item (E)).....	.50
(G)	Adjusted Yield per Acre (Column 7, Form CR-Cotton 201).....	100
(H)	Production of Lint Cotton for the Acreage Planted to Cotton in Excess of 65% of the Approved Base Acreage (item (F) x item (G)).....	50
(I)	Rate per Pound Prescribed in the Making of Deduction.....	\$.06
(J)	Total Deduction (item (H) x item (I)).....	\$ 3.00
(K)	Total Adjusted Rental Payment for 1934 (item (C) x Rental per Acre, Column 9, CR-Cotton 201).....	\$ 8.75
(L)	First Rental Payment, Previously Made (Comptroller's Cer- tificate (Form No. Cotton 1)).....	\$ 5.25
(M)	Adjusted Second Rental Payment Before Deduction (item (K) minus item (L)).....	\$ 3.50
(N)	Balance Due as Second Rental Payment for 1934 (item (M) minus item (J)).....	\$.50
	<u>0</u>	
(O)	Parity Payment for 1934 (Column 11, CR-Cotton 201 x \$.01)	\$ 4.00
(P)	Total of the Adjusted Second Rental Payment for 1934 plus the Parity Payment for 1934 (item (M) plus item (O)).....	\$

(Q) Adjusted Parity Payment for 1934 (item (P) minus item (J)).. \$ --

-----0-----

(R) Refund Due from First Rental Payment for 1934, Previously
Made (item (J) minus item (P))..... \$ 0.00

-----0-----

(S) Item (K) \$ minus item (J) \$ \$

-----0-----

(T) DIVISION OF PAYMENT

Rental Payment, If Any

	Balance Due	Refund from First Rental Payment
1 a. Landlord (50%)	\$ <u> </u>	\$ <u> </u>
1 b. Producer. (100%)	\$ <u>.50</u>	\$ <u>--</u>
Total	\$ <u>.50</u>	\$ <u>--</u>

Parity Payment, If Any

2 a. Landlord. %	\$ <u> </u>	<u>XXXXX</u>
2 b. Producer. 100%	\$ <u>4.00</u>	<u>XXXXX</u>
Total	\$ <u>4.00</u>	<u>XXXXX</u>

FORM CR-COTTON OP-2 AGRICULTURAL ADJUSTMENT ADMINISTRATION
RENTAL AND BENEFIT AUDIT SECTION
OFFICE OF THE COMPTROLLER
WASHINGTON, D. C.

WORK SHEET TO BE USED IN MAKING COMPUTATIONS RELATIVE TO THE 1934 and 1935
COTTON ACREAGE REDUCTION CONTRACT INDICATED HEREIN IN WHICH COTTON GROWN AND
HARVESTED IN 1934 WAS IN EXCESS OF 65% OF THE BASE ACREAGE.

State 99 County 234 Serial Number 2 Name of Producer Richard Roe

(A)	Base Acreage As Entered in Column 6 (Form No. CR-Cotton 201), Notice of Acceptance.....	10 00
(B)	Cotton Acreage Actually Grown and Harvested (item (2), Sec- tion I of Certificate of Compliance for 1934).....	7 60
(C)	Adjusted Rented Acreage (item (A) minus item (B)).....	2 40
(D)	Minimum Number Rented Acres under terms of contract (item (A) x 35%).....	3 00
(E)	Maximum Number Planted Acres under terms of contract (item (A) minus item (D)).....	7 00
(F)	Number of Acres Grown and Harvested in Excess of 65% of Base Acreage (item (B) minus item (E)).....	60
(G)	Adjusted Yield per Acre (Column 7, Form CR-Cotton 201).....	100
(H)	Production of Lint Cotton for the Acreage Planted to Cotton in Excess of 65% of the Approved Base Acreage (item (F) x item (G)).....	60
(I)	Rate per Pound Prescribed in the Making of Deduction.....\$.06
(J)	Total Deduction (item (H) x item (I)).....\$	3 60
(K)	Total Adjusted Rental Payment for 1934 (item (C) x Rental per Acre, Column 9, CR-Cotton 201).....\$	8 40
(L)	First Rental Payment, Previously Made (Comptroller's Cer- tificate (Form No. Cotton 1)).....\$	5 25
(M)	Adjusted Second Rental Payment Before Deduction (item (K) minus item (L)).....\$	3 15
(N)	Balance Due as Second Rental Payment for 1934 (item (M) minus item (J)).....\$	0 00
	<u>0</u>	
(O)	Parity Payment for 1934 (Column 11, CR-Cotton 201 x \$.01) \$	4 00
(P)	Total of the Adjusted Second Rental Payment for 1934 plus the Parity Payment for 1934 (item (M) plus item (O)).....\$	7 15

(Q) Adjusted Parity Payment for 1934 (item (P) minus item (J)).. \$ 3.55

-----0-----

(R) Refund Due from First Rental Payment for 1934, Previously
Made (item (J) minus item (P))..... \$ 0.00

-----0-----

(S) Item (K) \$ _____ minus item (J) \$ _____ \$ _____

-----0-----

(T)

DIVISION OF PAYMENT

Rental Payment, If Any

	Balance Due	Refund from First Rental Payment
1 a. Landlord..... (50%)	\$ _____	\$ _____
1 b. Producer. (100%)	\$ <u>0.00</u>	\$ <u>0.00</u>
Total.....	\$ _____	\$ _____

Parity Payment, If Any

2 a. Landlord..... %	\$ _____	XXXX
2 b. Producer. 100%	\$ <u>3.55</u>	XXXX
Total.....	\$ <u>3.55</u>	XXXX

FORM CR-COTTON OP-2 AGRICULTURAL ADJUSTMENT ADMINISTRATION
RENTAL AND BENEFIT AUDIT SECTION
OFFICE OF THE COMPTROLLER
WASHINGTON, D. C.

WORK SHEET TO BE USED IN MAKING COMPUTATIONS RELATIVE TO THE 1934 and 1935
COTTON ACREAGE REDUCTION CONTRACT INDICATED HEREIN IN WHICH COTTON GROWN AND
HARVESTED IN 1934 WAS IN EXCESS OF 65% OF THE BASE ACREAGE.

State 99 County 234 Serial Number 3 Name of Producer Tom Smith

(A)	Base Acreage As Entered in Column 6 (Form No. CR-Cotton 201), Notice of Acceptance.....	10.00
(B)	Cotton Acreage Actually Grown and Harvested (item (2), Sec- tion I of Certificate of Compliance for 1934).....	8.00
(C)	Adjusted Rented Acreage (item (A) minus item (B)).....	2.00
(D)	Minimum Number Rented Acres under terms of contract (item (A) x 35%).....	3.00
(E)	Maximum Number Planted Acres under terms of contract (item (A) minus item (D)).....	7.00
(F)	Number of Acres Grown and Harvested in Excess of 65% of Base Acreage (item (B) minus item (E)).....	1.00
(G)	Adjusted Yield per Acre (Column 7, Form CR-Cotton 201).....	100
(H)	Production of Lint Cotton for the Acreage Planted to Cotton in Excess of 65% of the Approved Base Acreage (item (F) x item (G)).....	100
(I)	Rate per Pound Prescribed in the Making of Deduction.....	\$.06
(J)	Total Deduction (item (H) x item (I)).....	\$ 6.00
(K)	Total Adjusted Rental Payment for 1934 (item (C) x Rental per Acre. Column 9, CR-Cotton 201).....	\$ 7.00
(L)	First Rental Payment, Previously Made (Comptroller's Cer- tificate (Form No. Cotton 1)).....	\$ 5.25
(M)	Adjusted Second Rental Payment Before Deduction (item (K) minus item (L)).....	\$ 1.75
(N)	Balance Due as Second Rental Payment for 1934 (item (M) minus item (J)).....	\$ 0.00
	<u>0</u>	
(O)	Parity Payment for 1934 (Column 11, CR-Cotton 201 x \$.01)..	\$ 4.00
(P)	Total of the Adjusted Second Rental Payment for 1934 plus the Parity Payment for 1934 (item (M) plus item (O)).....	\$ 5.75

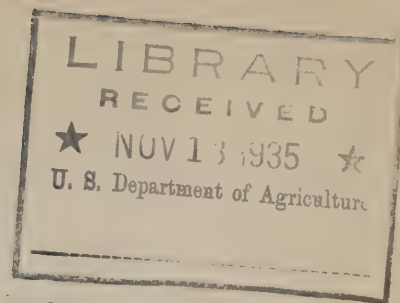
(Q) Adjusted Parity Payment for 1934 (item (P) minus item (J))... \$ 0.000(R) Refund Due from First Rental Payment for 1934, Previously
Made (item (J) minus (P))..... \$.250(S) Item (K) \$ minus item (J) \$ \$ 0(T) DIVISION OF PAYMENTRental Payment, If Any

	Balance Due	Refund from First Rental Payment
1 a. Landlord..... (50%)	\$ <u> </u>	\$ <u> </u>
1 b. Producer..... (100%)	\$ <u>--</u>	\$ <u>.25</u>
Total.....	\$ <u>--</u>	\$ <u>.25</u>

Parity Payment, If Any

2 a. Landlord..... %	\$ <u> </u>	<u>XXXX</u>
2 b. Producer..... 100%	\$ <u>0.00</u>	<u>XXXX</u>
Total.....	\$ <u>0.00</u>	<u>XXXX</u>

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



November 1, 1935.

MEMORANDUM TO ASSISTANTS IN COTTON ADJUSTMENT

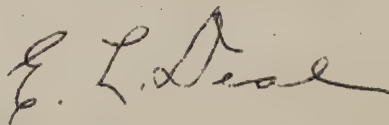
RE: Reimbursement For Registration Expense

The Special Pool is now in the process of liquidation and it is of the greatest importance that this Section receive at once your voucher for reimbursement of expenses incurred in sending registered mail to this Section. This voucher must cover all expenses incurred prior to October 31, 1935, which have not previously been presented for consideration.

In order to avoid delay we wish to make the following suggestions in regard to the preparation of the enclosed Standard Forms No. 1012 and No. 1012a:

1. Prepare in duplicate, using Standard Forms No. 1012 and No. 1012a.
2. Do not insert an appropriation number nor county classification. No authority number is necessary.
3. Itemize each expenditure and, if possible, attach receipts supporting each entry.
4. No travel has been authorized by the Washington Office; it is useless, therefore, to make a claim for reimbursement of such expenses.
5. Your name and address must be legible. Your signature on the line marked "payee" must be entered in ink or indelible pencil, and must be notarized with the notary's seal affixed.
6. To expedite our action, stamp this voucher with your State and county code stamp. If you represent more than one county, make a note of this fact and attach it to the voucher.

Please prepare this voucher for all items prior to October 31, 1935 in accordance with the above mentioned suggestions and forward it to this office within the next few days. Your careful consideration of this request will greatly facilitate our handling of your accounts and the liquidation of the Special Pool.

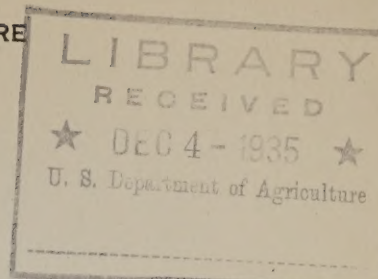
A handwritten signature in dark ink, appearing to read "E. L. Deal". The signature is fluid and cursive, with a long horizontal stroke at the end.

E. L. Deal,
Manager, Certificate Pool,
Tax-Exemption Certificate Section,
Division of Cotton.

Enclosures

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



November 12, 1935.

MEMORANDUM TO ALL ASSISTANTS IN COTTON ADJUSTMENT

This is with reference to the condition in which the Sales Report, Forms Nos. B. A. 314 and 315, and the detached certificates and remittances which accompany the Report, are being received in this office. In many cases, these items which make up the contents of your registered package are being prepared for mailing in a somewhat inconvenient manner for our audit purposes. Your attention is called to the following occurrences:

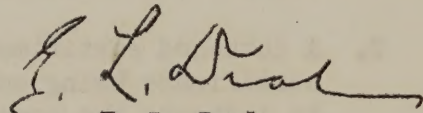
1. The original and duplicate copies of Forms Nos. B. A. 314 and 315 are not being enclosed in the same package with the detached certificates and remittances. Sending copies of this Form under separate cover delays assembly for audit.
2. The stapling of the remittance to the certificate is unnecessary, in that you have been previously instructed to write the serial number of the certificate in the lower left-hand corner of the check, money order, or voucher for identification of the payment.
3. A detached certificate, with the remittance for that certificate being enclosed in an individual envelope to indicate the separate sale. For assembly purposes in audit operations, this requires a needless amount of time. When the detached certificate and remittance are stapled together, much time is also lost in making the separation. Also, this causes torn and mutilated checks.

In view of the above facts, we are earnestly requesting that you follow the suggestions we have to offer in the preparation of your Report for mailing. Further, it will assist a limited staff who must handle an enormous volume of business in a very short period of time. In order that Reports that are prepared for mailing will be received in a uniform manner, we are asking you to cooperate in accordance with these suggestions:

1. See that the original and duplicate copies of Forms Nos. B. A. 314 and 315, and the detached certificates and remittances are all in the same parcel.

2. All checks, money orders, and vouchers covering the sale of poundage sold for the current Report should be placed in one envelope, in the order of their listing on the Report. The envelope should bear your State and County code number with the report number. Be sure that the serial numbers of the checks are placed in the lower left-hand corner of the payment.
3. Pool certificates used for sale should be placed in serial number order. The detached certificates accompanying the Report should be attached according to their listing on the Report, which should be in serial number order. Place the cut edge of the detached certificate so that the cut edges will be neatly fitted one on top of the other, in serial number order, and held in place with a rubber band. DO NOT USE STAPLES. Fold the group of certificates in a manner to suit the size of the parcel, and enclose in the same package, which contains copies of Forms Nos. B. A. 314 and 315, and the large envelope containing the remittances.

We believe that these suggestions will save you considerable correspondence and will enable us to handle your reports more promptly.



E. L. Deal,
Manager, Certificate Pool,
Tax-Exemption Certificate Section,
Division of Cotton.

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C82m

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
AND EXTENSION SERVICE COOPERATING
WASHINGTON, D. C.

LIBRARY
RECEIVED
★ DEC 2 - 1935 ★
U. S. Department of Agriculture

November 15, 1935.

To County Agents and Vocational Teachers
in Cotton-Producing States:

The three tables included in this letter contain information with which you can bring curves on window exhibit up to date through September 1935.

Table 1.			Table 2.		Table 3.	
U.S. Exports Bales (1000)			Domestic Cotton Consumption Bales (1000)		Index Industrial Production	
1935	Feb.	390	Feb.	468	Feb.	89
	Mar.	318	Mar.	470	Mar.	88
	Apr.	323	Apr.	452	Apr.	86
	May	279	May	460	May	85
	June	345	June	378	June	86
	July	280	July	382	July	86

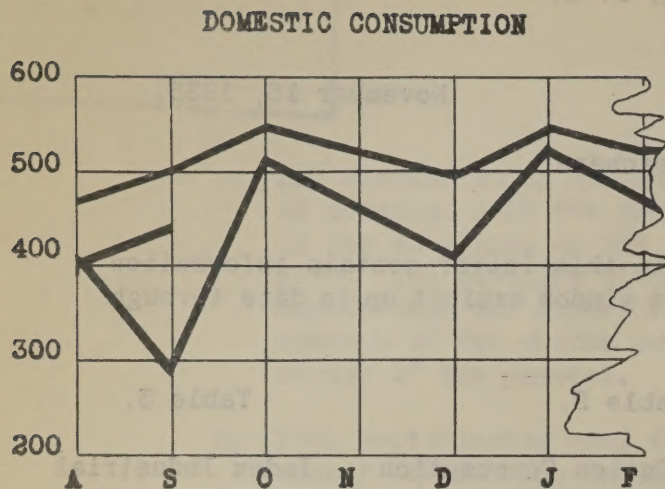
1935-36 cotton season began August 1, 1935

Aug.	241	Aug.	400	Aug.	87
Sept.	487	Sept.	439	Sept.	88

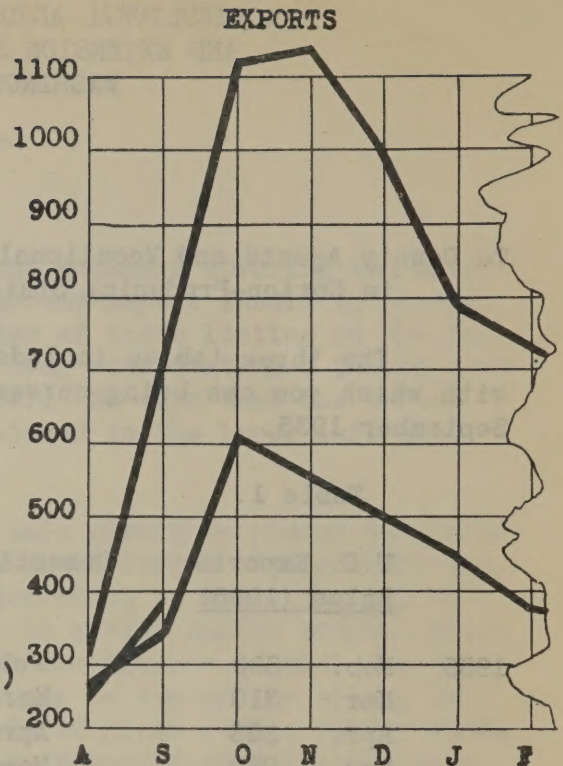
It is suggested that the curve for monthly exports and the curve for domestic consumption of cotton be plotted in red ink for the crop year 1935-36. Red ink should be used due to the fact that the other curves on the exhibit are green and black. You will find illustrated below the use of the red ink curve on monthly exports and domestic consumption of cotton for 1935-36.

There were mailed you recently two center panels: one number R. C. - 4.6 - AAA and entitled "Cotton Prices at Liverpool" and the other number R. C. - 4.5 - AAA and entitled "Industry and Business Improve When Farm Income Rises."

(over)



(Note: G refers to green line; B refers to black line; and R refers to red line.)



Any suggestions you have which will add to the usefulness of this window exhibit will be appreciated.

Very truly yours,

C. W. Warburton

C. W. Warburton,
Director of Extension Work.

C. A. Cobb

C. A. Cobb,
Director, Division of Cotton.